

Change Request for Transportation Schedule

Date: [Insert Date]

To: [School Administrator's Name]

[School Name]

[School Address]

Dear [School Administrator's Name],

I hope this message finds you well. I am writing to formally request a change to the transportation schedule for my child, [Child's Name], who is enrolled in [Grade/Class Name].

Currently, the transportation schedule is as follows:

- Pick-up Time: [Current Pick-up Time]
- Drop-off Time: [Current Drop-off Time]

Due to [reason for the request, e.g., changes in our family schedule], I would like to request the following changes:

- New Pick-up Time: [Requested Pick-up Time]
- New Drop-off Time: [Requested Drop-off Time]

I understand the challenges that may arise with transportation scheduling, and I appreciate your consideration of my request. Please let me know if you require any further information or if we can discuss this matter at your earliest convenience.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Relationship to the Child, e.g., Parent/Guardian]