

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient Name]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the effectiveness of the distance learning resources provided by [School Name]. As a parent/guardian of a student enrolled at your institution, I am keen to understand how these resources are being utilized and their impact on students' learning outcomes.

Specifically, I would like to know:

- What types of distance learning resources are currently being used?
- How is student engagement being monitored through these resources?
- What feedback have you received from students and teachers regarding their effectiveness?
- Are there any available metrics or assessments showing improvement in learning through distance education?

Thank you for your time and assistance with my inquiry. I look forward to your response.

Sincerely,

[Your Name]