

Church School Placement Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Church Name]

[Church Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the placement of my child, [Child's Name], in your esteemed church school for the [upcoming academic year/term]. We believe that the values and teachings your institution upholds align perfectly with our family's beliefs and educational goals.

[Provide a brief description of your child or reasons for choosing this church school, such as religious education, community involvement, etc.]

We would be grateful for the opportunity to discuss this request further and explore how [Child's Name] can flourish within your church school community.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]