

Request for Inclusion in Remedial Program

Date: [Insert Date]

To,

[Principal's Name]

[School's Name]

[School's Address]

[City, State, ZIP Code]

Dear [Principal's Name],

I hope this message finds you well. I am writing to formally request the inclusion of my child, [Child's Name], in the remedial program offered at [School's Name].

[Child's Name] has been experiencing difficulties in [specific subjects/areas], and I believe that participation in the remedial program will provide the necessary support to help improve their academic performance.

I understand the importance of early intervention and am committed to ensuring that my child receives the assistance needed to succeed in their studies.

Thank you for considering this request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]