

School Orientation Participation Request

Date: [Insert Date]

To,

[Principal's Name]

[School's Name]

[School's Address]

Dear [Principal's Name],

I hope this message finds you well. I am writing to request participation in the upcoming school orientation scheduled for [Insert Date]. As a [mention your role - e.g., parent, guardian, etc.], I believe attending the orientation will help me better understand the school's programs and get involved in the community.

Please let me know about any requirements or forms necessary for participation. Thank you for considering my request.

Sincerely,

[Your Name]

[Your Contact Information]