

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[School District Name]

[District Office Address]

[City, State, Zip Code]

Dear [School District Official's Name],

I hope this message finds you well. I am writing to request an update on the status of my housing application submitted on [Submission Date] for consideration within the [School District Name]. As we are preparing for the upcoming school year, it is important for us to have clarity on our housing situation.

Please provide any updates regarding our application, including estimated timelines or additional information needed from our side. We appreciate the efforts the district is making to ensure families have suitable living arrangements and I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]