

School Accreditation Confirmation Request

Date: [Insert Date]

[Your Name]

[Your Position]

[School Name]

[School Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I hope this message finds you well. I am writing to formally request confirmation of the accreditation status of [School Name], located at [School Address]. As part of our ongoing commitment to quality education and compliance with state and national standards, it is essential for us to verify our accreditation status.

Please provide us with a copy of our accreditation certificate or any relevant documents that confirm our current accreditation standing. This will greatly assist us in our planning and reporting processes.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[School Name]