

Request for Information

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[School or Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request information regarding your bilingual education program. As a parent/guardian interested in the educational opportunities available to my child, I would like to understand more about the structure, curriculum, and benefits of your program.

Specifically, I would appreciate details on the following:

- Curriculum structure and language instruction methods
- Teacher qualifications and experience in bilingual education
- Student-to-teacher ratio
- Assessment and progress tracking for bilingual students
- Opportunities for parental involvement

Thank you for your attention to this matter. I look forward to your prompt response so I can make informed decisions regarding my child's educational opportunities.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]