

# Request for School Bus Schedule Details

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[School/School District Name]

[School Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request detailed information regarding the school bus schedule for the upcoming school year. As a parent of a student at [School Name], I would like to ensure that we are well-informed about the transportation arrangements.

- Bus routes and stops
- Pickup and drop-off times
- Any changes from last year's schedule
- Contact information for the transportation department

Your assistance in this matter would be greatly appreciated, as it will help me prepare for my child's school commute. Please feel free to contact me at your convenience via email or phone if you need any further information.

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

Sincerely,

[Your Name]