

Request for Updates on School Bus Service Timings

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To:

[Recipient's Name]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an update regarding the current timings of the school bus service for [Child's Name or Student(s) Names] who is in [Grade/Class].

As the school year progresses, accurate information on bus schedules is essential for our planning and ensuring the safety and punctuality of our children. If there have been any changes or updates to the bus service timings, please let us know at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Relationship to Student]