

# Request for Agenda Inclusion

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[School Board Name]

[School Board Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the inclusion of an agenda item at the upcoming school board meeting scheduled for [Date of Meeting]. The topic I would like to address is [Brief Description of Topic].

This matter is important because [Brief Reason for Inclusion] and I believe it warrants discussion among the board members.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]