

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[School Board Member's Name]

[School Board Name]

[School Address]

[City, State, Zip Code]

Dear [School Board Member's Name],

I hope this message finds you well. I am writing to request a meeting with you to discuss [briefly state the purpose of the meeting, e.g., concerns regarding curriculum changes, funding issues, etc.].

Understanding your busy schedule, I would appreciate it if we could find a suitable time to meet. I am available on [provide two or three options for dates and times] but am willing to accommodate your schedule as needed.

Thank you for your attention to this matter. I look forward to the opportunity to discuss these important issues with you.

Sincerely,

[Your Name]