

Letter of Inquiry

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[School Board Name]

[School Board Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the current process for the review and revision of school board policies, particularly those pertaining to [specific policies of interest]. As a concerned [parent/guardian/educator/community member], I believe it is important to ensure that our policies reflect the needs and aspirations of our community.

Could you please provide information on the following:

- The timeline for the upcoming policy reviews.
- The stakeholders involved in the review process.
- How community members can provide input or feedback.

I appreciate your attention to this matter and look forward to your response.

Thank you for your commitment to our students and community.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]