

Letter of Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Principal's Name]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Principal's Name],

I hope this message finds you well. I am writing to inquire about some school materials that my child, [Child's Name], has lost during the last week. The items include [list the lost materials clearly].

We have searched thoroughly at home and in the school, but unfortunately, we have not been able to locate them. I would appreciate any assistance you could provide in helping us find these materials.

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

Sincerely,

[Your Name]