

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Title/Position]
[School/Institution Name]
[School Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a change in my educational placement for [Student's Full Name], who is currently enrolled in [Current Program/Class Name] at [School/Institution Name].

Due to [briefly explain reason for request, e.g., academic challenges, personal circumstances, etc.], I believe that a change in placement to [desired program/class name] would greatly benefit my child's educational experience and overall well-being.

I would appreciate the opportunity to discuss this matter further and explore the available options. Please let me know a convenient time for us to meet or if you require any additional information to process this request.

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

Sincerely,
[Your Name]