

Inquiry for Different Classroom Placement

Date: _____

To: [Teacher's Name]

[School's Name]

[School's Address]

Dear [Teacher's Name],

I hope this message finds you well. I am writing to inquire about the possibility of a different classroom placement for my child, [Child's Name], who is currently in [Current Classroom/Grade].

Due to [briefly explain the reasons, e.g., academic needs, social concerns, etc.], I believe that a change in placement could better support [his/her/their] learning experience. I would appreciate the opportunity to discuss this further and explore possible options.

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

Sincerely,

[Your Name]

[Your Contact Information]