

Letter of Appeal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to respectfully request a copy of the latest school calendar for the academic year [Insert Year]. Having access to this information is crucial for planning our family's activities and ensuring that we can support our child's educational commitments effectively.

Thank you for considering my appeal. I greatly appreciate your assistance in this matter and look forward to your prompt response.

Sincerely,

[Your Name]