

# Application for Access to School Calendar

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request access to the school calendar for the academic year [Insert Year]. As a [student/parent/guardian], I believe it is essential to have this information to plan accordingly for upcoming events, holidays, and important deadlines.

Having access to the school calendar will enable me to stay informed about school activities, facilitating better involvement in my [child's] education and participation in school events.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]