

Letter of Demand for Official School Calendar

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 letter finds you well. I am writing to formally request a copy of the official school calendar for the [academic year / specific term]. Having access to this calendar is essential for planning and organizing our family's commitments throughout the school year.

If possible, I would appreciate receiving the calendar by [specific date], to ensure that we can adequately prepare for important dates such as holidays, parent-teacher conferences, and exam schedules.

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

Sincerely,

[Your Name]