

Request for School's Annual Calendar

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Principal's Name]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Principal's Name],

I hope this message finds you well. I am writing to kindly request a copy of the school's annual calendar for the upcoming academic year. As a parent/guardian of a student enrolled at [School's Name], having access to the calendar will greatly assist me in planning our family activities and ensuring my child's participation in school events.

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

Sincerely,

[Your Name]

[Your Contact Number]