

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

[Recipient's Name]  
[Recipient's Position]  
[School's Name]  
[School's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a copy of the upcoming school calendar for the [School Year, e.g., 2023-2024] academic year. As a concerned parent and an involved member of the community, having access to this information will greatly help me plan accordingly for my family's schedule.

Understanding the key dates such as the start and end of the school year, holidays, and parent-teacher meetings is essential for ensuring my child's successful participation in school activities.

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

Sincerely,  
[Your Name]