

Inquiry About School Calendar Distribution

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[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 inquire about the distribution of the upcoming school calendar for [School Year/Term].

As a parent of [Your Child's Name] who is currently enrolled in [Grade/Class Name], I would like to ensure that we receive the calendar in a timely manner to help plan for the important dates and events throughout the academic year.

If possible, could you please provide information on how and when the school calendar will be distributed? Additionally, are there alternative formats available, such as a digital copy, that we could access?

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

Warm regards,

[Your Name]