

Inquiry for the School's Academic Calendar

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the academic calendar for the upcoming school year at [School's Name]. As a [parent/student] interested in planning for the upcoming sessions, I would appreciate any information regarding important dates including the start and end of terms, holidays, and any other relevant events.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Relationship to the School]