

Letter Template for Requesting School 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 letter finds you well. I am writing to request a copy of the school calendar for the academic year [Year]. As a concerned parent/guardian, I believe that having access to the school calendar will help me stay informed about important dates, events, and activities throughout the year.

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

Sincerely,

[Your Name]

[Your Contact Number]