

Inquiry Letter

Date: [Insert Date]

To:

[Principal's Name]

[School's Name]

[School's Address]

Dear [Principal's Name],

I hope this message finds you well. I am writing to formally inquire about potential adjustments made in the recent report card for my child, [Child's Name], who is in [Grade/Class Name].

After reviewing the report card, I noticed some discrepancies that I believe may need clarification. Specifically, [briefly describe the specific issue or concern regarding the report card].

I would appreciate your guidance on how these matters can be addressed and any steps that may be taken for clarification or resolution.

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

Sincerely,

[Your Name]

[Your Contact Information]