

[Your Name]
[Your Position]
[School Name]
[School Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[School District or Organization Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Change of School Name

I hope this letter finds you well. I am writing to formally request the consideration of a name change for [Current School Name].

After careful deliberation and input from faculty, parents, and students, we believe that a name change to [Proposed New School Name] better reflects our mission, values, and the community we serve.

[Optional: Brief explanation of reasons for the change, community input, or significance of the new name.]

We appreciate your support in this matter and look forward to discussing this proposal in further detail.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]
[Your Position]
[School Name]