

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[District of Columbia Public Schools]  
[Office of Records]  
[Office Address]  
[City, State, Zip Code]

Subject: Records Request

Dear [Recipient's Name],

I am writing to formally request access to records under the Freedom of Information Act (FOIA) pertaining to [specific records or information you are requesting, e.g., student attendance records, disciplinary records, etc.].

As a [your relationship to the student or purpose of request, e.g., parent, guardian, researcher, etc.], I am requesting these documents for [reason for request].

Please let me know if there are any fees associated with this request or if you require further information to fulfill it. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]