

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

[Recipient Name]  
[Recipient Title]

DC Public Schools

[Office Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request transportation services for my child, [Child's Name], who is enrolled in [Grade/Class and School Name].

Due to [briefly explain the reason for the request, e.g., distance, special needs, etc.], we believe that transportation assistance is necessary for [Child's Name] to attend school regularly and safely.

I kindly ask that you review this request and provide transportation arrangements starting from [specific date, if applicable].

Thank you for your attention to this matter. Please feel free to contact me at [your phone number] or [your email address] for further information or clarification.

Sincerely,

[Your Name]

[Your Signature, if sending a hard copy]