

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

[Recipient's Name]  
[School's Name]  
[School's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request information regarding [specific information you need, e.g., enrollment procedures, academic programs, extracurricular activities, tuition fees, etc.].

As a prospective parent/student, I am keen to understand more about [specific details or questions related to the information].

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title, if applicable]