

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
Jefferson County Public Schools
[District Office Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Transportation Request for [Student's Name]
I am writing to formally request transportation services for my child,
[Student's Name], who is enrolled in [Grade/Class/School Name] at
Jefferson County Public Schools.
Due to [briefly explain reason, e.g., changing residence, special needs,
etc.], we require assistance with transportation to ensure [Student's
Name] can attend school regularly and safely.
We would appreciate your support in facilitating this request. Please let
us know if there are any forms or additional information needed to
process this request.
Thank you for your attention to this matter.
Sincerely,
[Your Name]
[Your Relationship to Student]
[Student ID (if applicable)]