

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

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

Dear [Recipient's Name],

Subject: Request for Clarification on School Policies

I hope this letter finds you well. I am writing to seek clarification regarding certain policies at JK School that I believe merit further understanding.

[Specify the policy or issue you would like clarified, providing any relevant details or examples.]

I appreciate your attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Relationship to the School, e.g., Parent, Guardian, etc.]