

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Principal's Name]
[School Name]
[School Address]
[City, State, Zip Code]

Dear [Principal's Name],

I hope this letter finds you well. I am writing to formally request a copy of my child's report card for the academic year [insert year] for [Child's Name], who is in [grade/class name].

Due to [brief explanation of reason, if applicable], I would greatly appreciate if you could send me the report card at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Relationship to the Student]