

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

[Principal's Name]
JFK High School
[School Address]

[City, State, Zip Code]

Dear [Principal's Name],

I hope this letter finds you well. My name is [Your Name], and I am interested in learning more about the programs and opportunities available at JFK High School for my child, [Child's Name].

As we are considering the best educational environment for [him/her/them], I would appreciate any information regarding the following:

1. Academic curriculum and extracurricular activities offered.
2. Admission requirements and deadlines.
3. Support services available for students.
4. Opportunities for parental involvement.

Thank you for your time and assistance. I look forward to your response.

Sincerely,

[Your Name]