

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

Dear [Recipient Name],

Subject: Request for Student Support

I hope this letter finds you well. My name is [Your Name], and I am the parent/guardian of [Student's Name], who is currently enrolled in [Grade/Class] at [School Name].

I am writing to request support for [Student's Name] regarding [specific issue or concern, e.g., academic challenges, emotional support, special needs].

[Provide a brief explanation of the situation, including any relevant details that the school should know. Mention any previous conversations or meetings about the issue, if applicable.]

I believe that with the right support and resources, [Student's Name] can thrive and reach their full potential. I would appreciate your guidance on the available programs or interventions that could assist [him/her/them].

Thank you for your attention to this matter. I look forward to your response and working together to support [Student's Name].

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]