

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

[Principal's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Principal's Name],

Subject: Request for School Documents

I hope this letter finds you well. I am writing to formally request copies of the following documents pertaining to my child, [Child's Name], who is enrolled in [Grade/Class Name]:

1. [Document Type 1]
2. [Document Type 2]
3. [Document Type 3]

These documents are required for [brief reason for the request, e.g., transferring to another school, applying for programs, etc.]. I would appreciate your assistance in providing these documents at your earliest convenience.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]