

[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],

I hope this letter finds you well. I am writing to formally request school pickup and drop-off arrangements for my child, [Child's Name], who is in [Grade/Class Name] at [School's Name].

Due to [reason for request, e.g., work commitments, family situation], I am unable to manage the regular pickup and drop-off myself. I would greatly appreciate it if you could assist me in making the necessary arrangements.

Please find the details below:

- Child's Name: [Child's Name]
- Grade/Class: [Grade/Class Name]
- Pickup Address: [Address]
- Drop-off Address: [Address]
- Pickup Time: [Time]
- Drop-off Time: [Time]

If there are any forms or additional information required to process this request, please let me know, and I will be happy to provide them.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]