

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

[Principal's Name]  
[School's Name]  
[School's Address]  
[City, State, Postcode]

Dear [Principal's Name],

I hope this letter finds you well. I am writing to formally request the school records of my child, [Child's Name], who was a student at [School's Name] from [Start Date] to [End Date].

The specific records I am requesting include:

1. Academic transcripts
2. Attendance records
3. Any assessment results
4. Any other relevant documentation

Please let me know if there are any forms or identification required to process this request. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,  
[Your Name]