

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

[Parent's Name]
[Parent's Address]
[City, State, Zip Code]

Dear [Parent's Name],

I hope this message finds you well. I am writing to request your assistance with [specific request or purpose of the letter]. This is important because [reason for the request].

I kindly ask that you [specific action you want them to take or information you need]. Your cooperation will significantly help [explain how it will help or the impact it will have].

Please feel free to reach out to me if you have any questions or need further clarification. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your support.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Contact Information]