

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

[Recipient's Name]
[Recipient's Position]
[School/Organization Name]
[School/Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request tutoring assistance for my child, [Child's Name], who is currently enrolled in [Grade/Class Name] at [School Name].

[Child's Name] has shown interest in [Subjects/Topics], but has been facing challenges in keeping up with the material. I believe that with extra support, [he/she/they] can improve [his/her/their] understanding and performance in the subject.

I would greatly appreciate any recommendations for tutoring options available through the school or if there are external resources you would suggest.

Thank you for considering my request. I look forward to your guidance on how we can support [Child's Name]'s learning journey.

Sincerely,
[Your Name]