

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

[Superintendent's Name]
[School District Name]
[District Office Address]
[City, State, ZIP Code]

Dear [Superintendent's Name],

Subject: Follow-Up on [specific topic or meeting date]

I hope this message finds you well. I am writing to follow up on our recent communication regarding [briefly describe the topic or meeting].

[Restate any important points discussed or decisions made, if applicable.]

I appreciate your attention to this matter and would like to know if there have been any updates since our last discussion. [You may also include any additional questions or points you feel are important to address.]

Thank you for your continued cooperation and support. I look forward to your response.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Relationship to the District, if applicable]