

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

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am the parent of [Child's Name], who is currently in [Grade/Class Name] at [School Name].

I am writing to inquire about the curriculum for the [specific program or year, e.g., Year 5] for the upcoming academic year. I am particularly interested in understanding the subjects offered, any special projects or extracurricular activities that complement the curriculum, and how you support diverse learning styles within the classroom.

Additionally, I would appreciate any insights you could provide regarding assessment methods and how progress is communicated to parents throughout the year.

Thank you for your attention to my inquiry. I look forward to your response.

Sincerely,
[Your Name]