

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

[Recipient's Name]  
[School Committee Name]  
[School District/Institution Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the support of the [School Committee Name] regarding [specific issue, program, or initiative].

As a member of the community and a supporter of [School/Committee's Mission/Values], I believe that [briefly explain the issue or proposal and its importance].

I kindly ask the committee to consider [specific actions you would like the committee to take or specific support you are seeking]. This initiative can [explain the potential positive impact on students, the school, or the community].

I would appreciate the opportunity to discuss this further and provide any additional information you may need. I am looking forward to your favorable response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position/Relation to the School, if applicable]