

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

Dear [Principal's Name/School Administrator's Name],  
I am writing to formally request a ZPASS for my child, [Child's Name],  
who is currently enrolled in [Grade/Class] at [School Name].

As parents, we believe that having a ZPASS will enhance our child's  
safety and convenience while commuting to and from school. [You may  
briefly explain why you think the ZPASS is important for your child,  
e.g., it promotes independence, ensures safety, etc.].

Please find attached any necessary documentation required for the  
application process. We appreciate your assistance in this matter and  
look forward to your prompt response.

Thank you for your attention and support.

Sincerely,

[Your Name]  
[Your Relationship to the Child]