

(Date of Letter)

(School Counselor)

(School Name)

(Street Address)

(City, State and Zip Code)

RE: Request for Hearing/Student

Attn: School Counselor

Dear School Counselor:

Recently a dispute has arisen relative to

(specify matter in dispute) regarding
(name of student). Because of the circumstances surrounding this matter, a hearing is respectfully requested, wherein, it would be appreciated if the following individuals would be present:

(names of individuals to be present at student hearing). In advance of the hearing, kindly provide the undersigned with your rules and procedures relative to student matters, such as the matter identified above. Please provide that information to the undersigned at the earliest possible date. Thank you.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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