

(Date of Letter)

(School Administration)

(School Name)

(Street Address)

(City, State and Zip Code)

RE: Request for School Records

Attn: School Administrator

Dear School Administrator:

Kindly provide the undersigned with copies of the school records relating to grading, administration of activities, student codes, teacher codes and district rules that apply to the school. This information is needed relative to an evaluation that the undersigned is presently conducting; therefore, your early response is most appreciated. Should you have any questions regarding this request, please do not hesitate to contact the undersigned at the address and/or phone number listed below.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

LAWCHEK, LTD. LETTER PRO Samples, Copyright 2000

This is not a substitute for legal advice. An attorney must be consulted.