

(Date of Letter)

(School Administration)

(School Name)

(Street Address)

(City, State and Zip Code)

RE: School Amenities

Attn: School Administrator

Dear School Administrator:

Please provide the undersigned a listing of your curriculum, a listing of student activities, and a description of your facilities used for accommodating the sciences, technology (including computer study), music, foreign languages and athletics. Kindly also provide specific information relative to special study programs, the type of computers used, the type of software available and a description of school laboratories and special service rooms. Should this request generate any inquiries, please direct them to the undersigned at the address and/or phone number listed below. Thank you.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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