

(Date of Letter)

(School Board)

(School Name)

(Street Address)

(City, State and Zip Code)

RE: School Board Agenda

Attn: President of the School Board

Dear School Board President:

Kindly provide the undersigned an opportunity to appear at the next regularly scheduled meeting of the (name of school) board meeting. I (we) would appreciate being placed on the agenda for the following reason(s):

(list reason(s) for purpose of being placed on the school board agenda). It is anticipated that my (our) presentation to the school board will take approximately minutes for presentation and minutes for a question and answer period. Also, please provide a copy to the undersigned of any rules and regulations used for presentation of matters at the school board meetings. Thank you in advance for your kind attention to this matter.

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.