

(Date of Letter)

(School Administration)

(School Name)

(Street Address)

(City, State and Zip Code)

RE: School Standing

Attn: School Administrator

Dear School Administrator:

Presently, a move into your school district is contemplated by the undersigned. In this regard and before commitment to the move is made, I am attempting to evaluate the educational system in your area. I would appreciate any information that you would be able to provide to the undersigned relative to your school, its academic record, available student activities, the amenities, information about your teaching staff, student/teacher ratio, and any other information that you feel would be beneficial for a thorough evaluation of your school system.

The age(s) of my child(ren) and the present grade of attendance is (are) as follows:

Your aid in providing this information to me will assist me in evaluating your school, which I wish to do prior to making a commitment relative to a move. Should you need any additional information from the undersigned, please feel free to contact me at the address 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.