

Today's Date (include month, day, and year)

Your Name  
Street address  
City, State, Zip Code  
Daytime telephone number

Name of Person to Whom You are Writing  
Title  
Street Address  
City, State, Zip Code

Dear (name),

I am writing to schedule a time to come and review all of my child's records. My son/daughter, (child's name), is in the ( ) grade at (name of school), in (teacher's name) class. I will also need copies of some or all of these records.

Please let me know where and when I can come in to see the records. I need these records by (date). You can reach me during the day at (give your phone number).

I look forward to hearing from you soon. Thank you for your assistance.

Sincerely,

Your name