

School Letterhead

Date

Parent(s)/Guardian(s) Name

Address

City, State, Zip

Dear :

This letter is to inform you that on [DATE], the school records for [STUDENT'S NAME] were requested by [RECEIVING SCHOOL]. By law, schools are required to send these records upon request of the receiving school.

If you have any questions, please contact the [RECORD'S CLERK NAME] at [SCHOOL PHONE NUMBER].

Sincerely,

Principal

C [STUDENT FILE]