**Sample Letter to Request Information**

Jane Doe

123 Main Street

Everywhere, NY 00000

(123) 555 – 4567

July 9, 2020

Dr. Lynn Charge, Superintendent

Public School District

123 Avenue A

Everywhere, NY 00001

Reference: John Doe

DOB: 01/01/01

School: Middle School

Dear Dr. Charge:

Please send me a complete copy of John Doe’s cumulative and confidential educational record. Please include medical records, special education records, discipline records, tests, evaluations, formal and informal correspondence, and teacher-to-teacher notes. Please let me know if there is a cost and policy regarding photocopies.

Please do not hesitate to call me at home (123) 555 – 4567 or at work (123) 555 – 1234, if you have any questions about my request. I appreciate your assistance and quick response.

Sincerely,

Jane Doe

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