

---

# Formal Letter For School

**Emily Johnson**

**123 Maple Street**

**Education Town, CA, 90210**

**emily.johnson@email.com**

**April 10, 2024**

**Principal Sarah Collins**

**Westview Elementary School**

**456 School Lane**

**Education Town, CA, 90210**

**Dear Principal Collins,**

I hope this letter finds you well. My name is Emily Johnson, and I am the parent of Lucas Johnson, who is currently enrolled in the third grade at Westview Elementary School. I am writing to express my concern regarding the new school uniform policy that was recently implemented at the beginning of this academic year.

While I understand the intention behind standardizing student attire to promote unity and reduce distractions, I have observed that the new policy has inadvertently caused significant financial strain on several families, including ours. The requirement for specific brands and the number of uniform pieces has led to additional expenses that were not anticipated.

I appreciate the efforts of the school administration to maintain a conducive learning environment and I support the principle of having a school uniform. However, I kindly request that the school consider revising the policy to allow for more affordable and

---

accessible uniform options. This adjustment could significantly alleviate the financial burden on families while still achieving the desired objectives of the uniform policy.

Moreover, I believe that involving parents in the decision-making process for such policies could foster a stronger sense of community and understanding between the school administration and the families it serves. To this end, I propose organizing a meeting between interested parents, members of the school board, and the administration to discuss and explore possible amendments to the uniform policy.

I am confident that together, we can find a balanced solution that respects the financial constraints of families and upholds the school's values and standards. I am more than willing to volunteer my time to assist in this process and to gather feedback from other parents if deemed helpful.

Thank you for considering my request and for your dedication to creating a nurturing and supportive educational environment for our children. I look forward to your response and am hopeful for a constructive dialogue on this matter.

**Sincerely,**

**Emily Johnson**