
Formal Letter to Principal

John Doe

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Springfield, IL 62704

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Dr. Mary Smith

Springfield High School

456 School Street

Springfield, IL 62704

Dear Principal Smith,

I hope this letter finds you well. My name is John Doe, and I am the father of Jane Doe, a sophomore at Springfield High School.

I am writing to discuss a concern regarding the new scheduling system that was implemented at the beginning of this school term. Jane has been assigned to classes that significantly overlap with her Advanced Placement courses, which is causing a considerable disruption in her academic progress and overall stress levels.

Over the past few weeks, Jane and I have tried to address this issue with her guidance counselor, but unfortunately, we have not reached a satisfactory resolution. The overlapping schedules have resulted in Jane missing important coursework, which could potentially affect her performance on the AP exams.

I understand that the scheduling system is complex and involves accommodating a large number of students and variables. However, I believe that adjusting Jane's schedule to avoid these conflicts is crucial for her academic success this year. I am

writing to respectfully request your intervention to see if a more favorable solution can be arranged.

Thank you very much for your attention to this matter. I am hopeful that with your help, we can find a resolution that allows Jane to continue to excel in her studies. Please feel free to contact me at your earliest convenience at the phone number or email address provided above. I am looking forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]

John Doe