

Letter to Disagree with a School Decision

[Your Name]

[Address]

[Letter's Date]

[Recipient's Name]

[Address]

[Subject: Subject of Letter] -Optional

Dear [recipient's name],

Greetings. I am Mrs. Parker, mother of Kevin Parker who is an 8th grader at your school. A couple of days ago I got the circular from your school administration regarding the date sheet of final exams of the students. I noticed that the date your school administration has decided is 22nd of this month while the course ending date is 20th of the current month. Every year, before final examinations, the students are given a week off to study and revise the course. It is very clear that the students would not be able to have it this year and I'm afraid it will affect their grades.

I am writing this letter as a representative of the parents' community to show our disagreement with the selected dates for the exams. Students must be given a week off as prep-leave before the examinations so that they could prepare well since these grades will affect their future college applications. I hope that you will address the issue without any further delay.

Thank you very much.

Yours Sincerely,

[Your Name]