

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Request for Information not in Brochure

Dear :

I received the brochure with the many highlights of your new subdivision, however, while browsing through the brochure, I did not see any information concerning school districts. Please forward to me additional information concerning the school districts that service the subdivision. Your assistance in this matter is greatly appreciated.

Sincerely,

N A M E