

Insert today's date>

<Insert parent/guardian's name and address>

Re: <Insert child's name>

To Whom It May Concern:

According to our records, **<child's name>** attended **<name of school>** during **<insert the months the student attended>** in **<insert year on the notice>**. Our records show the student lived at **<street address, city, state, and ZIP Code (if the child moved during the year, provide all listed addresses>** during this time.

Our records also show the student's parent or guardian during this time was **<insert parent or guardian name(s)>**. Their address(es) of record during this time was **<insert parent or guardian address(es)>**.

Sincerely,

<Insert signature of school official>

<Insert name of school official>

<Insert title of school official>

<Insert phone number of school official>