

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**>