

## Teacher Request Letter

[Parent's Name]

[Parent's Address]

[City, State, Zip Code]

[Date]

[Principal's Name]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Name of Principal],

I am writing to request your permission to use the school library for my research project. I am a graduate student at [Name of University] and I am working on a paper that explores the history of the education system in our state. The school library would be an ideal resource for my research, as it contains a wealth of information on the topic.

I would be grateful if you could grant me permission to use the library during the week of [Date]. I will take care to respect the resources and will clean up after myself when I am finished.

Thank you for your time and consideration.

Sincerely,

[Parent's Name]

[Signature of Parent]

[Printed Name of Parent]