INSERT CURRENT DATE HERE, 2021

Superintendent: NAME   
Board of Education Members: NAMES and   
INSERT SCHOOL NAME HERE Administration & Teachers,

BOARD ADDRESS HERE:

SCHOOL ADDRESS HERE:

Dear Superintendent NAMES I am writing in response to your announcement on July 21, 2021 mandating that all students are required to wear a face mask indoors.

I am requesting you to review the enclosed documents, provide the requisite information, in regard to your requirement that students wear masks indoors under emergency use authorization (EUA).

Thank you. I will expect your response no later than INSERT DATE HERE

Sincerely,

YOUR NAME

ADDRESS

PHONE NUMBER

EMAIL