

## **SAMPLE LETTER**

**Name of your school**

**Your address**

**Date**

Division Director

Division of Educational Improvement and Assistance

P.O. Box 94064-9064

Baton Rouge, LA 70804

Dear Director:

In accordance with LA R.S. 17:236, (name of your school) began classes on (the date you began class), for the 2008-2009 school year. Our total enrollment is (the number of children in school).

Very truly yours,

**Your signature**

**Your name**

Principal