

[Sample Proposed Prekindergarten Tuition Rate Letter]

May 7, 20XX

Mike Morath Commissioner of Education
Texas Education Agency
1701 North Congress Avenue
Austin, TX 78701-1494

Subject: Request for Approval of Prekindergarten Tuition Rate

Dear Commissioner Morath:

ABC Independent School District is requesting your approval to charge a tuition rate of \$4,000 per year per ineligible student for a full-day prekindergarten program for the 20XX-20XX school year. This rate does not exceed our district's costs to provide the additional prekindergarten classes.

Thank you for your consideration of our request. If you or members of your staff have any questions, you may reach me by phone at (777)777-7777 or by email at Jana.Ruiz@ABCISD.org.

Sincerely,

Jana Ruiz
Superintendent, ABC Independent School District
JR/dn