

Sample request for reasons

[Date]

[Name of unit head]

[Name of School]

[Address of school]

Fort Wayne, Indiana [school's zip]

Dear Mr./Mrs./Dr./ [unit head's last name]

I was interviewed on [date of interview] for the open [describe the position] position at [name of school] that was posted by FWCS in posting number [posting number if known]. On [date], I was informed that I was not the successful candidate for the position.

Pursuant to Article 11, Section D-11 of the FWCS/FWEA Master Contract, I respectfully request the specific reasons why I was not the successful candidate for the position.

I look forward to your written response within two weeks after receiving this request.

Sincerely,

[Name of teacher]

[Address of teacher]

[City of teacher], [State] [Zip]