

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Principal's Name]  
[School's Name]  
[School's Address]  
[City, State, Zip Code]

Dear [Principal's Name],

I am writing to express my interest in the [specific position or program, e.g., teaching position, coaching role] at [School's Name]. With my background in [your area of expertise] and a passion for [related interest, e.g., education, student development], I am excited about the opportunity to contribute to your team.

In my previous role at [Last School/Organization Name], I [briefly describe a relevant experience or achievement]. This experience has equipped me with the skills necessary to [mention skills relevant to the position]. I am committed to fostering a positive and inclusive environment for all students and staff.

I am particularly drawn to [School's Name] because of [specific reason related to the school's values or community]. I believe that my [mention any specialized knowledge or approach] aligns well with your mission to [mention school goals or initiatives].

I look forward to the possibility of discussing how I can contribute to your school. Thank you for considering my application.

Sincerely,  
[Your Name]