

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

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

Dear [Principal's Name],

I am writing to formally request [specific application, e.g., enrollment into a program, permission for an event, etc.]. I believe [brief reason or justification for your request].

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]

[Your Student ID or Grade, if applicable]