

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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 [position or program] at [School's Name] as advertised [mention where you found the information]. With a background in [your relevant experience or qualifications], I am excited about the opportunity to contribute to your school community.

[Paragraph 1: Introduce yourself and state your purpose for writing.

Provide a brief overview of your background and interest in the position or program.]

[Paragraph 2: Highlight your relevant experience, skills, or accomplishments. Explain how these relate to the needs of the school and how you can contribute to its mission.]

[Paragraph 3: Express your enthusiasm for the role and the school.

Mention any specific reasons why you want to work at this school and how your values align with its goals.]

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [School's Name]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to arrange a conversation.

Sincerely,

[Your Name]