

[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 apply for [state the purpose: admission, transfer, scholarship etc.] at [School Name].

[Introduce yourself briefly and state your current academic status or relevant background.]

[Explain your reasons for applying and any relevant experience or skills that make you a suitable candidate.]

[Conclude with a polite request for consideration and mention your willingness to discuss further if necessary.]

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

Sincerely,

[Your Name]