

[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 the [specific position] at [School's Name] as advertised [where you found the position]. With a strong background in [your area of expertise or experience], I believe I would be a valuable addition to your team.

[First paragraph: Introduce yourself and state the position you are applying for.]

[Second paragraph: Briefly highlight your qualifications, relevant experience, and any notable achievements.]

[Third paragraph: Explain why you are particularly interested in this school and how you align with its values and mission.]

[Final paragraph: Thank the principal for considering your application and express your hope to discuss your candidacy further.]

Sincerely,
[Your Name]