

[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 [specific position or opportunity] at [School's Name]. I believe my skills and experiences align well with the requirements of the role and the values of your institution.

[Paragraph detailing your qualifications, experiences, and reasons for wanting to join the school.]

I am eager to contribute to [School's Name] and support its mission of [mention specific school goals or values]. Thank you for considering my application. I look forward to the possibility of discussing my application further.

Sincerely,  
[Your Name]