

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]

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

Dear [Principal's Name],

I am writing to formally apply for [specific
program/position/opportunity] at [School's Name]. I am eager to [briefly
state your purpose or interest related to the application].

[You may add one or two sentences highlighting your qualifications or
reasons for your application.]

Thank you for considering my application. I look forward to the
opportunity to discuss this further.

Sincerely,

[Your Name]

[Your Contact Number]