

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

The Principal

[School Name]  
[School Address]  
[City, State, ZIP Code]

Dear [Principal's Name],

Subject: Application for [Specify Purpose - e.g., Admission, Leave, etc.]

I hope this letter finds you well. I am writing to formally apply for  
[state the purpose of your application, e.g., seeking admission to the  
school, requesting leave of absence, etc.].

[In this paragraph, elaborately explain your reasons and any relevant  
details to support your application. Mention any specific dates,  
documents, or qualifications needed, if applicable.]

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Class/Grade (if applicable)]