

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

[Principal's Name]

[School Name]

[School Address]

[City, State, ZIP Code]

Dear [Principal's Name],

I hope this letter finds you well. I am writing to formally request
[state your request clearly, e.g., permission for a school event, leave
of absence, or any other request].

[Provide any necessary details or context for your request. This could
include dates, reasons, and any other relevant information.]

I appreciate your consideration of my request and look forward to your
prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Grade/Class]