

[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 hope this message finds you well. I am writing to request [specific request or issue] for [reason or purpose].

[Briefly explain the context or details supporting your request.]

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

Sincerely,

[Your Name]

[Your Grade/Class] (if applicable)