

[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 hope this letter finds you well. I am writing to request [specific request, e.g., permission for a field trip, an extension on a project, etc.].

[Provide any necessary details or context regarding your request, including reasons and any relevant information.]

I appreciate your consideration of my request. Please let me know if you need any further information or if we can discuss this matter at your convenience.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]
[Your Grade/Class]