

[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] due to [brief explanation of the reason].

[Additional details or context about the request].

I would greatly appreciate your consideration of my request and look forward to your positive response.

Thank you for your time and support.

Sincerely,

[Your Name]

[Your Grade/Class]