

[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 letter finds you well. I am writing to formally request
[briefly state your request, e.g., permission to use the school gym for a
charity event, a meeting with you regarding academic concerns, etc.].

[Provide additional details about your request, including the reasons and
any relevant information that could support your request.]

I believe that [explain the potential positive impact of your request or
any benefits it may bring to the school/community].

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

Sincerely,

[Your Name]
[Your Student ID (if applicable)]
[Your Grade/Class]