

[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 respectfully request [briefly state your request, e.g., permission for a school event, extra resources, etc.].

[Provide a few sentences explaining the reason for your request and its importance.]

I appreciate your consideration of my request and look forward to your response. Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Grade/Class]
[Your Contact Information]