

[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 formally request [specific request] for [reason or purpose of the request]. [Provide details and any pertinent information].

I believe that [explain why this request is important or beneficial].

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

Sincerely,

[Your Name]

[Your Position or Relationship to the School, if applicable]