

[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. My name is [Your Name], and I am a [Your Grade/Class] student at [School's Name]. I am writing to respectfully request [clearly state your request].

[Provide additional details or context about your request, including any relevant information.]

I appreciate your consideration of my request and look forward to your positive response. Thank you for your time and support.

Sincerely,

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