

[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  
[state your request clearly, e.g., permission for a school event, leave  
of absence, etc.].

[Provide a brief explanation or justification for your request. Include  
any relevant details or dates.]

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

Thank you for your time.

Sincerely,

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