

[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 [briefly state your request, e.g., permission to organize an event, a meeting, or other specific request].

[Provide a brief explanation or reason for your request, including any relevant details, such as dates, times, and needs.]

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Class/Position, if applicable]

[Additional Contact Information, if needed]