

[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., a meeting, permission for an event,  
leave of absence, etc.].

[Provide details and reasons for your request. Mention any relevant  
information that supports your request.]

I appreciate your consideration of this matter and look forward to your  
positive response.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Grade/Class] (if applicable)