

[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 inquire about  
[specific inquiry or issue] related to [briefly explain the context or  
reason for your inquiry].

[Provide additional details or questions you have regarding the inquiry.]

I appreciate your attention to this matter and look forward to your  
response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position or Relation to School, if applicable]