

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]

[Principal's Name]  
[School Name]  
[School Address]  
[City, State, Zip Code]

Dear [Principal's Name],

I hope this message finds you well. I am writing to request a copy of the syllabus for [specific course or subject] for the upcoming academic year. Understanding the syllabus will greatly assist me in preparing for the course and ensuring that I am aligned with the learning objectives set forth by the school.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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