

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

The Principal
[School Name]
[School Address]
[City, State, Zip Code]

Dear [Principal's Name],

Subject: Request for [specific request]

I hope this letter finds you well. I am [Your Name], a student of [Your Grade/Class] at [School Name]. I am writing to formally request [briefly state your request].

[Provide a detailed explanation of your request, including reasons and any relevant information that supports your case.]

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

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Class/Section]