

[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],

Subject: Inquiry Regarding [Specific Subject/Issue]

I hope this letter finds you well. I am writing to inquire about
[specific subject/issue] at [School's Name].

[Provide details about your inquiry, explaining your concerns or
questions clearly and concisely.]

I would appreciate any information you could provide on this matter, as
it is important for [explain why the inquiry is important, if
applicable].

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]