

[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 message finds you well. I am writing to formally request permission for [specific request, e.g., a school event, a leave of absence, etc.].

[Provide brief details about the request, including dates, reasons, and any relevant information.]

I believe that this request is important because [explain the significance or necessity of the request].

I appreciate your consideration of my request and look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Grade/Class]