

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
The Principal
[School Name]
[School Address]
[City, State, ZIP Code]
Dear [Principal's Name],
[Introduction: Briefly introduce yourself and state the purpose of your letter.]
[Body: Provide detailed information regarding your request or concern. Include any relevant details or context.]
[Closing: Summarize your request and express your hope for a positive response.]
Thank you for your attention to this matter.
Sincerely,
[Your Name]
[Your Grade/Class, if applicable]