

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

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

Dear [Principal's Name],

Subject: Notification of [Reason for Notification]

I hope this letter finds you well. I am writing to formally notify you about [briefly describe the reason, e.g., my child's absence, an upcoming event, a request, etc.].

[Provide more details about the reason, including any relevant dates, names, or information that needs to be communicated.]

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

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Relationship to the Student]