

[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: Request for Meeting

I hope this message finds you well. I am writing to request a meeting with you at your earliest convenience to discuss [briefly state the purpose of the meeting, e.g., my child's progress, school policies, concerns, etc.].

I believe a meeting would be beneficial to address [elaborate on any specific points you wish to discuss, if necessary].

Please let me know your available times, and I will do my best to accommodate.

Thank you for considering my request. I look forward to your reply.

Sincerely,

[Your Name]

[Your Relationship to the Student, if applicable]