

[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 am writing to formally apply for the [specific position or opportunity, e.g., "the teaching position in the Mathematics department"] at [School's Name]. With a background in [your field of expertise or specialization] and a passion for [related interests or goals], I believe I would be a great addition to your team.

During my time at [previous institution or experience], I [mention any relevant experience, achievements, or skills]. This experience has equipped me with the skills necessary to foster an engaging and supportive learning environment for students.

I am particularly drawn to [School's Name] because [mention something specific about the school or its programs that appeals to you]. I am eager to contribute to [mention any specific goals or initiatives related to the school].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [School's Name] and its students.

Sincerely,  
[Your Name]