

[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 apply for [specific position, program, or proposal] at  
[School's Name].

[Begin with an introduction about yourself and your background related to  
the application.]

[Explain your qualifications, experiences, and reasons for your interest  
in this position/program.]

[Include any relevant accomplishments, skills, or specific examples that  
support your application.]

[Conclude by expressing your enthusiasm for the opportunity and your  
willingness to provide further information or discuss your application in  
detail.]

Thank you for considering my application. I look forward to the  
possibility of contributing to [School's Name].

Sincerely,  
[Your Name]