

[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],

I am writing to formally request your consideration for [specific request, e.g., admission into a particular program, a scholarship, etc.].

I am currently a student in [your current grade/class] and am eager to [briefly explain your goals or reasons for the request].

[Provide a paragraph detailing your academic achievements, any relevant extracurricular involvement, and why you believe you are a suitable candidate for consideration.]

I believe that [explain how your request aligns with your academic and personal development goals]. I am confident that being part of [the program/scholarship] will provide me with invaluable opportunities.

Thank you for your time and consideration. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]