

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

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

Dear [Principal's Name],

I am writing to formally request [reason for the application, e.g., permission to organize a school event, application for leave, etc.].

[Provide details about the request, including any relevant dates, information, or context that supports your application.]

I believe that [explain why your request is important or beneficial].

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Grade/Class]  
[Your Contact Information]