

[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: Application for Principal Position

I am writing to formally apply for the position of Principal at [School's Name], as advertised on [where you found the job posting]. With my extensive experience in educational leadership and commitment to fostering an inclusive learning environment, I am excited about the opportunity to contribute to your school community.

In my previous role at [Previous School or Organization Name], I successfully [mention specific achievements, responsibilities or initiatives related to the role]. I believe that my skills in [mention relevant skills] would align well with the goals of [School's Name].

I have attached my resume and other supporting documents for your review. I hope to discuss my application further and look forward to the possibility of an interview.

Thank you for considering my application.

Sincerely,

[Your Name]