

[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 express my intent to apply for the [specific position, e.g., Principal, Assistant Principal] at [School's Name]. With my extensive experience in educational leadership and a strong commitment to fostering an inclusive learning environment, I believe I would be a valuable asset to your team.

I have [number] years of experience in the field of education, including roles as [previous positions, e.g., teacher, assistant principal, etc.]. Throughout my career, I have focused on [mention relevant skills or experiences, e.g., curriculum development, student engagement, staff development]. My approach to education emphasizes [describe your philosophy or approach, e.g., collaboration, innovation, student-centered learning], which I believe aligns with the values of [School's Name].

I am particularly drawn to this position because [mention specific reasons related to the school or community]. I am excited about the opportunity to contribute to the continuous improvement of [School's Name] and to support both staff and students in achieving their full potential.

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]