

[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: [Subject of Your Application]

I am writing to formally apply for [specific position, request, or purpose] at [School's Name]. I am [brief introduction about yourself, including your current situation].

[Paragraph elaborating on your background and qualifications, relevant experiences, and why you are interested in this position/request].

[Paragraph discussing how you will contribute to the school/community or your aspirations for the future].

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]