

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
The Principal
[School Name]
[School Address]
[City, State, Zip Code]
Subject: [Subject of the Letter]
Dear [Principal's Name],
I hope this letter finds you well. I am writing to [state the purpose of
your letter clearly and concisely].
[In the following paragraphs, elaborate on the details of your request or
information you wish to share, maintaining a formal tone throughout the
letter.]
I appreciate your attention to this matter and look forward to your
prompt response.
Thank you.
Sincerely,
[Your Name]
[Your Class/Grade]
[Roll Number]