

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

The Principal  
[School Name]  
[School Address]  
[City, State, Zip Code]

Subject: Request for [specific request, e.g., leave of absence, school event participation, etc.]

Dear [Principal's Name],

I hope this letter finds you in good health and high spirits. I am [Your Name], a student of [Your Class/Grade] at [School Name]. I am writing to formally request [specific request details].

[Provide details and reasons for your request, explaining any relevant information that supports your case.]

I kindly ask for your consideration regarding this matter. I assure you that I will keep up with my studies and any assignments during this time. Thank you for your attention to this request. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Name]  
[Your Class/Grade]  
[Roll Number (if applicable)]