

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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 interest in the [specific teaching position] at [School's Name] as advertised [where you found the job listing]. With a [Your Degree] in [Your Major] from [Your University] and [number] years of experience in [teaching/educational relevant experience], I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous School Name], I [describe a relevant experience or achievement that showcases your skills and qualifications]. My passion for [specific subject or educational philosophy] and my commitment to fostering a positive learning environment have always been my driving motivations as an educator.

I am particularly impressed by [mention something specific about the school or its program] and believe that my background in [relevant experience or skill] aligns well with the goals of your school.

I would love the opportunity to discuss how I can support the educational mission of [School's Name]. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed institution.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]