

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Editor's Name]
[School Newspaper Name]
[School Name]
[School Address]
[City, State, Zip Code]

Dear [Editor's Name],

I hope this message finds you well. I am writing to submit my contribution to the [School Newspaper Name]. My piece is titled "[Title of Your Article/Story]" and focuses on [briefly explain the topic].

[Include a brief summary or the main points of your article here.]

I believe this topic is relevant because [explain why it's significant or interesting to the school community]. I have attached the article for your review.

Thank you for considering my submission. I look forward to your feedback.

Sincerely,

[Your Name]

[Your Grade/Class]