

[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: Request for Approval

I hope this letter finds you well. I am writing to formally request your approval for [state the purpose of the request].

[Provide a brief explanation of the request, including any relevant details, dates, and reasons for the approval.]

Your support in this matter would be greatly appreciated, and I am looking forward to your positive response.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Position/Grade]