

[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],

I hope this letter finds you in great spirits. I am writing to extend my heartfelt congratulations on [specific achievement or event], which is a remarkable milestone for our school community.

Your dedication and leadership have been instrumental in [mention specific contributions or impacts], and I truly appreciate the positive environment you foster at [School's Name].

Once again, congratulations on this wonderful achievement. I look forward to the continued success of our school under your guidance.

Warm regards,

[Your Name]  
[Your Position/Relation to the School]