

[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 well. I am writing to formally request  
[state your request clearly, e.g., permission for an event, leave of  
absence, etc.].

[Provide any necessary details or context to support your request.

Explain the reason for your request and any relevant information that may  
help in the decision-making process.]

I appreciate your consideration of my request and look forward to your  
positive response. Thank you for your time.

Sincerely,

[Your Name]

[Your Grade/Class if applicable]