

[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],
[Opening paragraph: State the purpose of the letter briefly.]
[Body paragraph 1: Provide necessary details or context regarding the
issue or request.]
[Body paragraph 2: Include any additional information that supports your
request or inquiry.]
[Closing paragraph: Summarize your main points and express your desired
outcome or next steps.]
Thank you for your attention to this matter. I look forward to your
response.
Sincerely,
[Your Name]
[Your Title/Position, if applicable]