

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Principal's Name]  
[School Name]  
[School Address]

[City, State, Zip Code]

Dear [Principal's Name],

I am writing to inquire about [specific inquiry or topic, e.g., the school's academic programs, extracurricular activities, or enrollment process]. I would greatly appreciate any information you could provide regarding [specific details or questions you have].

Thank you for your attention to this matter. I look forward to your response.

Sincerely,  
[Your Name]