

[Your Name]
[Your Address]
[City, Postcode]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Position]
[School Name]
[School Address]
[City, Postcode]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to discuss [specific reason for the letter, e.g., my progress in GCSE subjects, a request for additional support, etc.].

As a [Year 10/Year 11] student, I have been focusing on [specific subjects or areas of study]. I have found [mention any challenges or successes you've experienced].

I would appreciate your guidance on [specific requests or questions]. Thank you for considering my request. I look forward to your response.

Yours sincerely,

[Your Name]
[Your Student ID or Class Name, if applicable]