

[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 am writing to formally acknowledge and commend the good conduct of [Student's Name], a student in [Grade/Class] at [School's Name]. [Student's Name] has demonstrated exemplary behavior in various areas, including but not limited to:

- [Example 1: Participation in class]
- [Example 2: Respect towards teachers and peers]
- [Example 3: Involvement in school or community activities]

This letter serves to recognize [his/her/their] efforts and contributions as a positive role model within the school community. [Student's Name]'s actions have greatly contributed to a supportive and engaging learning environment.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Relation to Student]