

[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 you as the guardian of
[Child's Name], who is currently enrolled in [grade/class name] at
[School's Name].

[State the purpose of the letter, e.g., to request information, to
address a concern, to formally notify about an absence, etc. Be specific
and concise.]

I appreciate your attention to this matter and look forward to your
response.

Thank you for your support.

Sincerely,

[Your Name]

[Your Relationship to the Child]