

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Principal's Name]
[High 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 formally inform you of my intention to graduate from [High School's Name] in [Month, Year].

I have fulfilled all academic requirements and am eager to participate in the graduation ceremony. Please let me know if there are any further steps I need to complete to ensure my eligibility for graduation.

Thank you for your guidance and support throughout my high school journey. I look forward to celebrating this milestone.

Sincerely,

[Your Name]

[Your Grade/Identification Number]