

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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.

[Introduction: Briefly introduce yourself and your purpose for writing the letter.]

[Body: Share specific memories, lessons learned, and gratitude towards teachers, friends, and family. Mention achievements and future plans.]

[Conclusion: Express your excitement for graduation and what it means to you, and your hopes for your classmates.]

Thank you for your time and support throughout my high school journey.

Sincerely,

[Your Name]

[Your Graduation Year]