

[Your School's Letterhead]

[Date]

To

The Principal

[School Name]

[School Address]

[City, State, Pin Code]

Subject: Request for Recognition of Extracurricular Activities

Dear [Principal's Name],

I hope this letter finds you well. I am writing to formally request the recognition of our recent extracurricular activities undertaken by [School Name/ Class/ Club Name] on [Date of Activity] at [Location].

The activities included [briefly list the types of activities, e.g., sports, cultural programs, workshops, etc.], which aimed to enhance the skills and teamwork of the students. The participation included [mention participants, number of students, etc.], and it received an enthusiastic response from everyone involved.

We kindly request your support in acknowledging these efforts and possibly organizing a small gathering to celebrate the achievements of our students.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Contact Information]

[Class/Club Name]

[Enclosures: if any]