

[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 express my interest in participating in the upcoming [Event Name] at [School's Name] scheduled for [Event Date]. I believe this event will provide a valuable opportunity for students to [briefly explain purpose or benefits of the event].

I would like to contribute by [mention how you plan to participate, e.g., volunteering, performing, presenting]. I am confident that my involvement will [explain any skills or expertise that will benefit the event].

Thank you for considering my participation. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Grade/Class]