

[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],
Subject: Request for [specific request, e.g., Admission, Information, Leave]

I hope this letter finds you well. My name is [Your Name], and I am the parent/guardian of [Child's Name], who is interested in [reason for writing].

[Explain the reason for your request in detail, including any necessary information, dates, or context.]

I kindly request your assistance in [specific action you are asking the school to take]. Your support in this matter will be greatly appreciated. Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]