

[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: [Subject of Your Application]

I hope this letter finds you in good health and high spirits. My name is [Your Name], and I am a [Your Grade/Class] student at [School's Name]. I am writing to formally apply for [state the purpose, e.g., permission for a school event, leave of absence, etc.].

[Explain your request in detail, providing necessary information that supports your application. Include any relevant context or background that the principal should consider.]

I believe that [briefly explain why your request is important and how it can contribute positively to the school or your personal development].

I appreciate your time and consideration of my request. I am looking forward to your favorable response.

Thank you very much.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Your Class/Section]