

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Hiring Manager's Name]  
[School's Name]  
[School's Address]  
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the Principal position at [School's Name] as advertised on [where you found the job posting]. With a strong background in education and leadership, I am excited about the opportunity to contribute to your school community.

I hold a [degree] in [field] from [University] and have [number] years of experience in [relevant experience]. My role as [current/previous position] has equipped me with the skills necessary to [mention key responsibilities or achievements related to the principal's role].

I am particularly impressed by [specific aspect of the school or its programs], and I am eager to collaborate with staff, students, and parents to foster a positive educational environment.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the success of [School's Name].

Sincerely,  
[Your Name]