

[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 hope this letter finds you well. I am writing to inquire about potential job openings for the Principal position at [School's Name].

[Briefly introduce yourself and your qualifications related to school leadership.]

I am particularly drawn to [School's Name] because [mention specific reasons related to the school's vision, community, or achievements].

I would appreciate the opportunity to discuss my experience and how I can contribute to the continued success of your school. Please feel free to contact me at your convenience.

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

Sincerely,
[Your Name]