

[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 the Principal position at [School's Name] as advertised [where you found the job posting]. With [number] years of experience in education and a proven track record in [specific achievements or skills relevant to the position], I am excited about the opportunity to contribute to your school community.

In my previous role at [Previous School's Name], I successfully [describe a relevant achievement or responsibility]. My commitment to fostering an inclusive and engaging learning environment has always been a priority, leading to [specific positive outcome].

I am particularly drawn to [School's Name] because [mention something specific about the school that attracts you], and I believe my vision aligns with the school's goals.

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

Sincerely,  
[Your Name]