

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your 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 elementary teacher position at [School's Name] as advertised [where you found the job listing]. With a [Your Degree] in Education and [number] years of experience teaching diverse groups of elementary students, I am enthusiastic about the opportunity to contribute to your school community.

In my previous role at [Previous School's Name], I successfully implemented engaging lesson plans that catered to different learning styles and abilities. I am committed to fostering a positive and inclusive classroom environment where all students can thrive and achieve their personal best. By incorporating hands-on activities and real-world applications, I aim to inspire a love for learning and encourage critical thinking among my students.

I am particularly drawn to [School's Name] because of [specific reason related to the school's mission, values, or programs]. I believe my passion for education and dedication to student success align well with your school's goals.

I would love the opportunity to discuss how my background, skills, and ideas can contribute to the success of your students and the overall school community. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,  
[Your Name]