

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Teacher's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Teacher's Name],

I hope this letter finds you well. I am writing to discuss [briefly state the purpose of your letter, e.g., a recent assignment, a grade, or a question you have]. I would like to [explain your thoughts or inquiries]. Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]
[Your Grade/Class]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Principal's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Principal's Name],

I hope you are doing well. I am writing to express [insert reason for the letter, e.g., concern, suggestion, or request].

Thank you for considering my thoughts. I appreciate your time and understanding.

Best regards,

[Your Name]
[Your Grade/Class]