

[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],  
[Introduction: A brief greeting and the purpose of the letter.]  
[Body: Explain your points in detail, such as questions, requests, or  
updates on assignments.]  
[Conclusion: Summarize your main points and express appreciation or  
expectation for a response.]  
Sincerely,  
[Your Name]  
[Your Class/Grade]