

[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 this letter finds you well.

I am writing to [state the purpose of your letter, e.g., ask a question, suggest something, etc.].

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Grade/Class]