

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Date]

Dear Principal [Last Name],

I hope this letter finds you well! My name is [Your Name], and I am in [Your Grade/Class Name] at [School Name].

I am writing to [state the purpose of your letter, e.g., share an idea, ask a question, or request something]. I believe that [explain your idea or request in a few sentences].

Thank you for taking the time to read my letter. I appreciate all that you do for our school.

Sincerely,

[Your Name]

[Your Grade/Class Name]