

[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. My name is [Your Name], and I am a student in [Grade/Class Name]. I am writing to you because [reason for writing, e.g., I wanted to share my thoughts about our school].

[Include details about your reason, such as specific suggestions, experiences, or questions.]

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

Sincerely,

[Your Name]

[Your Class/Grade]