

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear [Principal's Name],

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

I wanted to take a moment to share [a concern/idea/question] with you. [Briefly explain your concern/idea/question in a few sentences.]

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

Sincerely,

[Your Name]

[Your Grade/Class]