

[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 in [Your Grade/Class]. I am writing to [state your purpose, e.g., request permission for a school event, address a concern, express gratitude, etc.].

[In this paragraph, provide relevant details or context related to your purpose. Be polite and concise.]

Thank you for considering my request. I appreciate your time and support.

Sincerely,

[Your Name]

[Your Class/Grade]