

[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 [Your Grade/Class] student at [School's Name].

[Briefly state the purpose of your letter, such as a request, suggestion, or concern. Be clear and concise.]

I believe that [provide any supporting details or reasons for your request or concern].

Thank you for taking the time to read my letter. I appreciate your attention to this matter and look forward to your response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]