

[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.

I am writing to [state your purpose - e.g., request a meeting, discuss an issue, share a concern, etc.].

[Add any relevant details or information related to your purpose. Keep it clear and concise.]

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Grade/Class, if applicable]