

[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.

[Body of the letter - state the purpose of your communication, any requests, or important information.]

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Contact Information]