

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Principal's Name]  
[School Name]  
[School Address]

[City, State, ZIP Code]

Dear [Principal's Name],

I hope this letter finds you well. I am writing to request [specific request, e.g., permission for a field trip, additional resources, etc.].

[Provide a brief explanation of the request and any relevant details].

I believe this will [explain the benefits or importance of the request].

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position, if applicable]