

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

[Principal's Name]
[College Name]
[College Address]
[City, State, Zip Code]

Dear [Principal's Name],

Subject: Request for Clarification Regarding [Specific Issue/Concern]

I hope this letter finds you in good health and spirits. I am writing to seek clarification regarding [specific issue or concern] that has arisen related to [mention relevant details, e.g., coursework, policies, grades, etc.].

[Provide a brief explanation of the situation, including any relevant dates and context.]

I would greatly appreciate your guidance and clarification on this matter to ensure I have a clear understanding moving forward.

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

Sincerely,

[Your Name]
[Your Student ID (if applicable)]
[Your Program/Department]