

[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],
[Opening paragraph: State the purpose of your letter clearly.]
[Middle paragraph: Provide details or context supporting your purpose.
You may include any relevant information.]
[Closing paragraph: Summarize your request or statement and express
gratitude.]
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Student ID (if applicable)]