

[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: Inquiry Regarding [Specific Topic]

I hope this letter finds you well. My name is [Your Name], and I am a [your current status, e.g., prospective student, current student, or parent] interested in [specific topic or information you're inquiring about, e.g., admission criteria, course offerings, scholarship opportunities].

I would appreciate any details regarding [specific questions or information you seek].

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]