

[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: Petition for [Briefly State the Purpose, e.g., "Extension of Submission Deadline"]

I hope this letter finds you well. I am writing on behalf of [Mention group, if applicable, or "myself"], to formally petition for [clearly state the request].

[Provide a brief background of the situation and reasons for the petition. Include any relevant details or supporting information that strengthens your case.]

We believe that [state the expected outcome and its benefits, if applicable].

We kindly request your consideration of this matter and hope for a positive response.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending hard copy)]
[Your Printed Name]
[Your Student ID (if applicable)]
[Your Course or Year]