

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

[School Name]
[School Address]
[City, State, Zip Code]

Dear [Principal's Name],

Subject: Notification of [Reason for Notification]

I hope this letter finds you well. I am writing to formally notify you regarding [specific details about the reason for the notification, e.g., my child's absence, change in enrollment status, request for information, etc.].

[Provide any necessary details, such as dates, contexts, and any other relevant information.]

I appreciate your attention to this matter and look forward to your prompt response.

Thank you very much.

Sincerely,

[Your Name]
[Your Relationship to the Student, if applicable]
[Your Signature, if sending a hard copy]