

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

[Principal's Name]  
[School's Name]  
[School's Address]  
[City, State, ZIP Code]

Dear [Principal's Name],

I am writing to express my interest in starting a new extracurricular activity at [School's Name]. I believe that this initiative will provide valuable opportunities for students to engage with [briefly describe the focus of the activity, e.g., sports, arts, community service, etc.]. The proposed activity is [briefly describe the activity], and its goals include [list specific objectives]. I envision that this will benefit students by [explain the benefits, e.g., promoting teamwork, enhancing skills, etc.].

I suggest scheduling an informational meeting for interested students and parents to discuss the details. I am excited about the possibility of contributing to our school's vibrant extracurricular program and am eager to work collaboratively with the administration and faculty.

Thank you for considering my proposal. I look forward to your feedback and hope to take the next steps toward implementing this activity.

Sincerely,

[Your Name]  
[Your Position/Title, if applicable]  
[Your Grade or Year, if applicable]