

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

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

Dear [Principal's Name],

I hope this message finds you well. I am writing to inquire about
[specific information you seek about the school, e.g., admission
procedures, curriculum details, extracurricular activities, etc.].

[Provide a brief introduction about yourself or your child, including any
relevant background information.]

I would greatly appreciate any information you can provide regarding
[repeat what you are inquiring about], as I am considering [reason for
inquiry, e.g., enrolling my child at your school, transferring, etc.].

Thank you for your time and assistance. I look forward to your prompt
response.

Sincerely,
[Your Name]