

[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 hope this letter finds you well. I am writing to formally request consideration for my promotion to [desired position/grade/class/level] for the upcoming academic year.

I have been a dedicated member of [current position/class] for [duration] and have consistently demonstrated [mention relevant skills, achievements, or contributions].

I believe that my experience and commitment to [briefly state your educational goals or values] align well with the values and mission of [School's Name].

I kindly request a meeting to discuss this opportunity further and to explore how my goals fit within the objectives of the school.

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

Sincerely,

[Your Name]  
[Your Position/Class, if applicable]