

[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 express [reason for writing - e.g., my appreciation for the school, concerns about my child's progress, questions about the curriculum, etc.].

As a parent of [Child's Name], who is in [grade/class], I [provide specific details or anecdotes related to your reason].

[If applicable, share any further thoughts, suggestions, or questions you may have. Be clear and concise.]

Thank you for your attention to this matter. I look forward to your prompt response and continued communication.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]