

[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 formally request  
[specific request, e.g., admission for my child, information about a  
scholarship, etc.].

[Provide a brief introduction about yourself and your child, if  
applicable. Include any relevant details about your child's interests,  
academic achievements, or reasons for choosing the school.]

[Detail your request, explaining clearly what you are asking for and any  
deadlines or pertinent information.]

Thank you for considering my request. I look forward to your positive  
response.

Sincerely,  
[Your Name]