

[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 message finds you well. I am writing to formally request a meeting with the Parent-Teacher Association (PTA) to discuss [specific topics or issues you would like to address]. I believe that a collaborative effort can lead to positive changes for our school community.

I am available for a meeting on [provide two or three options for dates and times]. Please let me know if any of these options are convenient for you, or if there is another time that would work better.

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

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Child's Name, if applicable]
[Class/Grade of your Child, if applicable]