

[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 inquire about the possibility of scheduling an appointment with the Parent-Teacher Association (PTA). I am interested in discussing ways to get involved and to better support our school community.

Please let me know your available times for a meeting. I appreciate your assistance and look forward to hearing from you soon.

Thank you for your attention.

Sincerely,

[Your Name]  
[Your Child's Name]  
[Grade/Class of Your Child]