

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]

[Recipient's Name]
[School's Name]
[School's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to [state the purpose of the letter, e.g., request information, express gratitude, discuss a concern, etc.].

[Insert main body of the letter. Provide details supporting your purpose, and include any relevant information or experiences.]

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

Sincerely,

[Your Name]
[Your Grade/Class]