

[Your Name]  
[Your Address]  
[City, State, Postcode]  
[Email Address]  
[Phone Number]  
[Date]  
[Principal's Name]  
[School's Name]  
[School's Address]  
[City, State, Postcode]  
Dear [Principal's Name],  
Subject: [Subject of the Letter]  
I hope this letter finds you well.  
[Body of the letter - provide context, concerns, or queries as needed. Be  
specific and concise.]  
Thank you for your attention to this matter. I look forward to your  
response.  
Sincerely,  
[Your Name]  
[Your Child's Name]  
[Your Child's Year/Grade]