

[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 to discuss [specific topic or concern] regarding my child, [Child's Name], who is in [grade/class].

I believe that a meeting would provide an excellent opportunity to [explain purpose briefly, e.g., address concerns, discuss educational progress, etc.]. I am available on [provide a few date and time options], but I am happy to accommodate your schedule as needed.

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

Sincerely,

[Your Name]  
[Your Relationship to the Child]