

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Principal's Name]
[School Name]
[School Address]
[City, State, Zip Code]

Dear [Principal's Name],

I hope this message finds you well. My name is [Your Name], and I am interested in learning more about [specific inquiry, e.g., academic programs, extracurricular activities, enrollment procedures] at [School Name].

I would appreciate any information you can provide regarding [specific questions or topics].

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

Sincerely,
[Your Name]