

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 express my interest in participating in [specific extracurricular activity] at [School's Name].

[Briefly explain your interest in the activity and any relevant experience or skills you have.]

I believe that being part of this activity will not only enhance my skills but also contribute positively to our school's community.

I would appreciate your support and guidance on how I can become involved. Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Grade/Class]

[Your Student ID (if applicable)]