

[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 letter finds you well. I am writing to discuss my academic progress and to seek your guidance for improvement.

[Briefly explain your current situation and areas where you feel you need assistance. Mention specific subjects or skills you wish to enhance.]

I am committed to my education and would greatly appreciate any resources or advice you could provide, such as tutoring programs, study groups, or additional coursework.

Thank you for your time and support. I look forward to your response.

Sincerely,

[Your Name]  
[Your Grade/Class]  
[Your Student ID (if applicable)]