

[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 express my heartfelt appreciation for your guidance and support during my time at [School's Name]. Your dedication to fostering a positive learning environment has greatly impacted my educational experience.

[Add a specific example of how the principal has influenced you or the school positively.]

Thank you once again for everything you do for us.

Sincerely,

[Your Name]  
[Your Grade/Class]