

[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 formally inform you of the completion of my studies at [School's Name].

I have successfully fulfilled all requirements for my [specific program/grade level] and am now ready to receive my [diploma/certificate]. My time at this school has been invaluable, and I am grateful for the support and guidance provided by the faculty and staff.

Please let me know if there are any additional steps I need to take regarding my graduation or if you require further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]

[Your Contact Number]