

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Principal's Name]  
[School's Name]  
[School's Address]  
[City, State, Zip Code]

Dear [Principal's Name],

I am writing to express my interest in the Substitute Teacher position at [School's Name] as advertised on [where you found the job listing]. With a strong passion for education and a background in [your relevant experience/education], I believe I would be a valuable asset to your team.

I have experience working with students of various age groups and am committed to creating a positive and supportive learning environment. My skills in [mention any specific skills related to teaching or classroom management] enable me to adapt quickly to different classroom settings and engage students effectively.

Enclosed is my resume, which provides further details about my qualifications. I am looking forward to the opportunity to discuss how I can contribute to the academic success of your students as a substitute teacher. Thank you for considering my application.

Sincerely,  
[Your Name]