

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

Dear [Principal's Name],

Subject: Notification Regarding [Subject Matter]

I hope this message finds you well. I am writing to formally notify you about [briefly state the purpose of the notification, e.g., an incident, event, or concern].

[Provide a detailed explanation of the situation or event, including relevant details such as date, time, and any necessary context.]

I believe it is important to address this matter to ensure [mention any implications or necessary actions].

Thank you for your attention to this matter. I look forward to your guidance on how we should proceed.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]