

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[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 [state reason for writing, e.g., inquire about admission, express concerns, suggest an event, etc.].

[Provide details relevant to your reason, such as student's background, specific experiences, or any other necessary information.]

I appreciate your attention to this matter and look forward to your response.

Thank you for your time.

Sincerely,

[Your Name]