

[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. My name is [Your Name], and I am writing to inquire about [specific topic, program, or inquiry].

As a prospective student/parent of a student interested in joining [School's Name], I would like to know more about [specific details you are curious about, e.g., academic programs, extracurricular activities, admission process, etc.].

I would greatly appreciate any information or resources you could provide regarding [mention any specific questions or areas of interest].

Thank you for your time and assistance. I look forward to your reply.

Sincerely,

[Your Name]  
[Your Contact Information]