

[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 formally request a justification for [specific issue, e.g., absence, academic consideration, etc.].

[Explain the reason for your request in a clear and concise manner. Provide any relevant details and context surrounding the situation. Include any supporting information or documentation if necessary.]

I would greatly appreciate your understanding and support regarding this matter. Thank you for considering my request.

Sincerely,

[Your Name]

[Your Role, if applicable, e.g., Parent, Student]