

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

Dear [Recipient's Name],

I hope this letter finds you well! I am writing to you regarding a school assignment that I am currently working on for [Subject/Class Name]. My goal is to explore [briefly describe the topic or project] and I believe your insights would be incredibly valuable for my research.

As someone with [mention any relevant experience or expertise], I would greatly appreciate the opportunity to discuss this topic with you. I am eager to learn from your perspective and would be thankful for any advice or resources you could share.

I am happy to work around your schedule and can meet at your convenience—whether it be during school hours, after school, or via email. Thank you for considering my request; I look forward to the possibility of collaborating with you on this assignment.

Sincerely,

[Your Name]
[Your Grade/Class]