

[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 express my interest in  
[purpose of the letter, e.g., joining a club, requesting information,  
etc.].

[Add a brief explanation or reason for your interest.]

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]  
[Your Class/Grade]