

[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. I am writing to [state purpose of the letter, e.g., inquire about a specific program, express a concern, or request information].

[Provide details supporting your purpose, including any relevant information or background.]

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Relationship to the Student, e.g., Parent, Guardian]

[Your Contact Number]