

[Your Name]  
[Your Address]  
[City, State, Postcode]  
[Email Address]  
[Phone Number]  
[Date]

[Principal's Name]  
[School Name]  
[School Address]  
[City, State, Postcode]

Dear [Principal's Name],

Subject: [Subject of the Communication]

I hope this message finds you well. I am writing to [briefly state the purpose of the letter, e.g., discuss a concern, request information, etc.].

[Provide detailed information about the issue, request, or concern.

Include any relevant details that can help the recipient understand your message clearly.]

I appreciate your attention to this matter and look forward to your response.

Thank you for your support and understanding.

Warm regards,

[Your Name]

[Your Child's Name and Class/Grade] (if applicable)