

[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 Correspondence]  
I hope this letter finds you well.  
[Introduction: Brief explanation of the purpose of your letter.]  
[Body: Detailed explanation or information regarding the issue, request,  
or feedback.]  
[Closing: A polite conclusion summarizing your request or the action you  
hope to see.]  
Thank you for your attention to this matter. I look forward to your  
response.  
Warm regards,  
[Your Name]  
[Your Relationship to the School/Child's Name]  
[Optional: Your Child's Grade/Class]