

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

Dear [Teacher's Name],

I hope this letter finds you well. My name is [Child's Name], and I am in [Grade/Class Name] at [School's Name]. I am working on a school project about [Project Topic], and I would like to ask for your help.

[Briefly explain what the project is about and any specific questions or assistance you need from the teacher.]

Thank you for your support and guidance. I look forward to your reply.

Sincerely,

[Child's Name]
[Parent's Name] (if applicable)
[Contact Information]