

Formal Letter Format for School Principal

[Name of the school]

[Address]

Subject: [Name the request, complaint]

Dear Mr. / Ms. Last name],

I am writing you [here state the purpose of the letter, for example to schedule an appointment to discuss something, to submit request, etc.].

[Here you start writing your letter. For example, you can begin by expressing your interest in the school. Tell them something you like about the school or make a compliment. Expand on that information a little. You can start slowly in this paragraph with your main remarks or with your request. That's your first paragraph.]

[This paragraph should explain that you have some questions / complaints / requests. Then, you ask the questions, focus on any details that are of particular concern to you.]

[In the last paragraph, you should thank the person to whom you are writing for their time and tell them that you appreciate their response to your questions.]

Thanking You.

Sincerely,

[Name, Surname]

[Signature]