

ICSE Formal Letter Format for School Principal

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

[Principal's Name]
[School Name]
[School Address]
[City, State, Zip Code]

Subject: Request for Permission to Organize an Event

Dear [Principal's Name],

I hope this letter finds you in good health and spirits.

I am writing to request your permission to organize an event titled [Event Name] at our school premises. The event aims to [briefly describe the purpose and objectives of the event].

We believe that this event will [mention the benefits or outcomes of the event for the school community]. We have carefully planned all aspects of the event, including logistics, safety measures, and supervision.

We assure you that we will adhere to all school rules and regulations throughout the event. Additionally, we will ensure that the event does not disrupt regular school activities.

We kindly request your approval for the event and seek your guidance on any additional requirements or procedures that need to be followed.

Thank you for considering our request. We look forward to your favorable response.

Sincerely,

[Your Name]
[Your Grade/Class]
[Your Roll Number]