

Formal Letter Format ICSE Class 9 to the Principal

[Your Address]
[City, State, ZIP Code]
[Date]

The Principal
[School Name]
[School Address]
[City, State, ZIP Code]

Subject: [Subject of the Letter]

Dear Sir/Madam,

Introduction: In the first paragraph, introduce yourself and state the purpose of writing the letter.

Body: In the subsequent paragraphs, elaborate on the main points of your letter. Each paragraph should focus on a single point and be well-structured.

Conclusion: Conclude the letter by summarizing the main points and expressing any requests or expectations you may have.

Closing: Use a formal closing such as "Yours faithfully," if you don't know the recipient's name, or "Yours sincerely," if you know the recipient's name.

Signature: Leave space for your signature above your printed name.

[Your Name]
Class 9 - Section A
[Your School Name]
[Your Contact Information, if required]