

Requesting Letter to Principal for Certificates

[Your Name]

[Your Address]

[City, State ZIP Code]

[Date]

[Principal's Name]

[School Name]

[School Address]

[City, State ZIP Code]

Dear [Principal's Name],

I am writing to request the certificate for the [Name of Extracurricular Activity] that I participated in during the academic year [Year]. I have put in a lot of hard work and dedication towards this activity, and I am eager to receive the certificate for my accomplishments.

I would greatly appreciate it if you could provide me with the certificate at your earliest convenience. If there is any additional information or documentation that you require from me, please let me know and I will be happy to provide it.

Thank you for your assistance in this matter. I look forward to receiving the certificate and continuing my involvement in extracurricular activities at [School Name].

Sincerely,

[Your Name]