Write a Letter to the Headmaster - Sample Format

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

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

Subject: Request for [Specify Purpose]

Dear [Headmaster's Name],

I trust this letter finds you in good health and high spirits. I am writing to bring to your attention [briefly explain the purpose of your letter, e.g., a concern, request, or inquiry].

[Provide relevant details or background information to support your request or concern.]

I appreciate your time and attention to this matter. I am confident that your guidance and intervention will contribute to a positive resolution.

Thank you for your understanding and cooperation. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Class/Grade and Section]
[Roll Number, if applicable]