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# Appointment Letter to Principal

**John Doe**

123 Maple Street  
Boston, MA 02108  
johndoe@email.com  
555-123-4567  
May 27, 2024

**Dr. Jane Smith**

Principal  
Greenwood High School  
456 Elm Street  
Hometown, IL 62000

Dear Dr. Smith,

**Subject: Request for Appointment**

I am writing to request an appointment to discuss [the specific reason for the meeting, e.g., my child's academic progress, an upcoming school event, or a concern about school policies].

**Preferred Date:** June 5, 2024

**Preferred Time:** Between 2:00 PM and 4:00 PM

I understand that your schedule is busy, and I am flexible with the timing. Please let me know a convenient date and time for the meeting. If there are any documents or information you need me to bring, kindly inform me in advance.

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Thank you for considering my request. I look forward to meeting with you to discuss [the specific reason for the meeting] and finding the best way to support [my child/the school community].

Sincerely,

**John Doe**