**[Sender Name]**

[Sender Title]

**To**

[Receiver Name]

[Receiver Title]

[Addess]

[Email]

**From**

[Sender Name]

[Sender Title]

[Addess]

[Email]

To,

The principal,  
[School Name]  
[School Address]

[Date]

**Subject:** Seeking permission to use school facilities

Dear Sir/Madam,

With due respect, I would like to inform you that my name is [Name] and I am a student of [Class]. I am writing this letter in order to request you for allowing me to use the school facilities which includes [mention name of the facility]. The main reason for requesting permission to use the mentioned facility is [mention reason]. I ensure that no harm would be caused to the property.

I believe you would consider this as a genuine request and approve the request. I shall be thankful to you.

Yours faithfully,

[First Name]  
[Class]  
[Roll number]