

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Principal's Name  
School Name  
School Address  
City, State, Zip Code

Dear [Principal's Name],

I hope this message finds you well. I am writing to inquire about any substitute teacher vacancies that may be available at [School Name]. I am an experienced educator with a passion for nurturing student learning and engagement.

Having taught in various educational settings, I believe my skills and background would be a valuable addition to your team. I am particularly interested in opportunities to contribute to your school's mission and support your students.

If there are any current or anticipated substitute teaching positions, I would greatly appreciate any information you can provide regarding the application process.

Thank you for your time, and I look forward to your response.

Sincerely,  
[Your Name]