

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Principal's Name]
[School's Name]
[School's Address]
[City, State, ZIP Code]

Dear [Principal's Name],

I am writing to express my interest in being considered for substitute teacher roles at [School's Name]. With my background in [Your Relevant Experience or Education] and a passion for education, I believe I could provide valuable support and continuity in the classroom.

Having previously worked with students in [Subject/Grade Level], I am adept at quickly adapting to different teaching styles and maintaining a positive learning environment. I am also familiar with [Any Relevant Programs or Curriculum Used by the School] which I believe could be beneficial for your institution.

I would appreciate the opportunity to contribute to your school as a substitute teacher and enhance the educational experience for your students. I am available for an interview at your earliest convenience, and I can be reached at [Your Phone Number] or via email at [Your Email Address].

Thank you for considering my request. I look forward to the possibility of working together.

Sincerely,
[Your Name]