

Observation Request for Teacher Evaluation

Date: [Insert Date]

[Principal's Name]

[School's Name]

[School's Address]

Dear [Principal's Name],

I hope this message finds you well. I am writing to formally request permission to conduct an observation of [Teacher's Name] as part of the teacher evaluation process. The purpose of this observation is to assess teaching practices and provide constructive feedback to support professional growth.

Details of the observation are as follows:

- **Date of Observation:** [Insert Date]
- **Time:** [Insert Time]
- **Classroom:** [Insert Classroom Number or Name]

Please let me know if this request is acceptable or if there are any adjustments needed. I appreciate your support in promoting effective teaching practices within our school.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]