

**PRINCIPAL PRE-APPROVAL REQUEST LETTER TEMPLATE**

[Student’s Name]

[Your Grade]

[School Name]

[Date]

[Principal’s Name]

[School Name]

Dear [Principal’s Name],

I hope this letter finds you well. I am writing to seek your approval and support for my participation in an exciting new initiative: NASSP Student Service Grants. These grants, which range from $200 to $1,000, empower students like me to create and lead independent service projects that address real needs in our school and community.

I have developed a project idea that I believe will make a meaningful impact: [Briefly describe your project idea]. This project aligns with our school’s values by [mention how it benefits the school or community], and I am committed to leading it from start to finish.

While this is a student-led project, I understand the importance of having adviser oversight throughout the process. This ensures we meet the grant’s requirements and make the most of the funding provided. [Adviser’s Name] has kindly agreed to oversee my project and will provide guidance and support when needed.

I am confident that with your approval and my adviser’s support, this project will contribute positively to our school and community. Here are a few important dates:

Applications Open: October 6, 2025

Application Deadline: November 10, 2025

Service Project Timeline: February 16–May 15, 2026

Please let me know if you have any questions or concerns regarding this project. I would love the opportunity to discuss it further and explore how we can make it a success for everyone involved.

Thank you for your time and consideration. I look forward to your support in making this project a reality.

Sincerely,

[Your Name]

[Your Position (e.g., NJHS/NHS/NASC Member)]

[Your Email / Contact Information]

