**Letter to Principal** SAMPLE

{DATE}

Dear {Insert name of Principal},

Congratulations on your achievement of being named a 2020-2022 National PTA School of Excellence! We know that this was not an easy feat and we thank you for your dedication and hard work to make it to this point. We are extremely proud of the work that you have done to enrich the educational experience and overall well-being of all students.

Becoming a School of Excellence starts with a joint commitment of PTA and school leaders who want to work together to welcome all families, communicate effectively, support student success, speak up for every child, share power and collaborate with the community. You and your school have successfully mastered these commitments and we applaud you for doing so.

Again, congratulations on reaching this honorable milestone for your school and community. We commend you!

Sincerely,

{Insert State President’s name}