

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

[Recipient's Name]  
[Title/Position]  
[School's Name]  
[School's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request the admission of my child, [Child's Name], to [School's Name] for the [specific grade/class] for the [academic year, e.g., 2023-2024].

[Introduce your child briefly and mention any relevant details such as academic achievements, extracurricular activities, or special circumstances that warrant admission.]

We believe that [School's Name] will provide an excellent educational environment for [Child's Name] and help him/her thrive academically and personally.

Attached are the required documents for the admission process. Please let me know if any further information is needed.

Thank you for considering our application. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]