

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

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

Dear [Principal's Name],

I am writing to request admission for my child, [Child's Name], to [School Name] for the upcoming academic year. After researching various schools, I believe that [School Name] offers an excellent educational environment that aligns with our values and aspirations for [Child's Name]'s education.

[Child's Name] is currently in [Current Grade/School] and has shown a keen interest in [mention any relevant subjects or activities]. We are particularly impressed by [mention any specific programs, values, or achievements of the school].

We would be grateful if you could provide us with the application process details and any additional requirements. We are looking forward to the opportunity for [Child's Name] to join your esteemed institution.

Thank you for considering our request. We hope to hear from you soon.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]