

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Admission Office's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Admission Office's Name or "Admissions Committee"],
I am writing to formally request admission for my child, [Child's Name],
into [specific program or grade] at [School's Name] for the [academic
year].

[Briefly explain your reasons for choosing this school, your child's
strengths, and any relevant information that supports the application.]
We appreciate your consideration of this request and look forward to the
opportunity for [Child's Name] to become a part of your esteemed
institution.

Thank you for your time and attention.

Sincerely,

[Your Name]
[Your Relationship to the Child]