

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

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

Dear [Principal's Name],

I am writing to formally request admission for my child, [Child's Full Name], to [Grade/Class Name] at [School's Name] for the [academic year/term].

[Briefly introduce your child and provide information about their interests, achievements, and any relevant background information.]

We believe that [School's Name] would provide an excellent environment for [Child's Name] to thrive academically and socially, and we are particularly impressed by [mention any specific programs, values, or aspects of the school that attracted you].

Please find attached [any required documents, such as application form, report cards, recommendations, etc.]. We would be grateful if you could consider our request for admission.

Thank you for your time and consideration. We look forward to the possibility of our child becoming a part of [School's Name] community.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]