

[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 apply for admission to [School's Name] for the [specific grade or program] for the [upcoming school year/academic year].

[Paragraph 1: Brief introduction about yourself, your current school, and your reasons for wanting to join this school.]

[Paragraph 2: Highlight your achievements, interests, and any relevant extracurricular activities or skills.]

[Paragraph 3: Mention how you believe the school aligns with your goals and what you can contribute to the school community.]

Thank you for considering my application. I look forward to the opportunity to contribute to and grow within the [School's Name] community.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]