

[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 hope this letter finds you well. I am writing to formally request the application for [specific program or admission] at [School's Name] for the [academic year or term].

[Insert a brief paragraph explaining your interest in the program/school, any relevant background information, and why you believe it would be a good fit for you/your child.]

I would greatly appreciate it if you could send me the necessary application materials and any additional information regarding the application process. Thank you for your time and consideration.

Sincerely,
[Your Name]