

[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 admission for my [son/daughter], [Child's Name], into [grade/class] at [School's Name] for the [academic year/term].

[Briefly explain your reasons for choosing this school, including any relevant information about your child's academic interests, extracurricular activities, or personal qualities.]

I have attached the required documentation, including [list any documents you are including, such as transcripts, recommendation letters, etc.].

Thank you for considering our application. I look forward to your positive response.

Sincerely,  
[Your Name]