

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

The Principal

[School Name]
[School Address]
[City, State, Zip Code]

Subject: Application for Admission to [Class/Grade]

Dear [Principal's Name],

I am writing to express my interest in seeking admission for my child, [Child's Name], in [Class/Grade] for the academic year [Year]. We are keen on providing [him/her/them] with a quality education that aligns with the standards set by the CBSE.

[Briefly describe your child's interests, strengths, and reasons for applying to the school.]

We believe that [School Name] offers an excellent environment that would nurture [Child's Name]'s academic and personal growth. We appreciate your commitment to holistic education and would be grateful for the opportunity to enroll our child in your esteemed institution.

Please find attached the required documents for admission. We look forward to your positive response.

Thank you for considering our application.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]