

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

Dear [Principal's Name/Admissions Committee],

Subject: Request for School Admission

I hope this letter finds you well. I am writing to formally request the admission of my [son/daughter], [Child's Name], into [Grade/Class Name] for the [academic year or term, e.g., 2023-2024].

[Child's Name] is [briefly describe your child, their interests, and any relevant achievements or qualities]. We believe that [School Name] would provide an excellent environment for [him/her/them] to thrive academically and socially.

We have attached the necessary documents, including [list any documents you are including, such as transcripts, recommendations, or birth certificate].

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]