

[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 admission of my child, [Child's Name], into [Grade/Class] at [School's Name] for the [academic year/term].

[Briefly introduce your child, including age, current school, and any relevant achievements or interests.]

We believe that [School's Name] offers an exceptional learning environment that aligns with our educational values and aspirations for our child's growth. [Mention any specific reasons for choosing the school, such as teaching philosophy, programs offered, or community involvement.]

We kindly ask you to consider our request for admission, and we would be grateful for any further information regarding the admissions process.

Thank you very much for your attention. We look forward to the possibility of [Child's Name] being a part of your esteemed school.

Sincerely,

[Your Name]