

[Your Name]  
[Your Address]  
[City, Postcode]  
[Email Address]  
[Phone Number]  
[Date]

Admissions Office

[School Name]  
[School Address]  
[City, Postcode]

Dear Admissions Officer,

I hope this letter finds you well. I am writing to inquire about the admission process for the GCSE program at [School Name] for the academic year [Year].

I would like to know the following details:

1. Application deadlines
2. Required documents
3. Entrance examinations or assessments
4. Any specific requirements for international students (if applicable)

Additionally, I would appreciate any information regarding the curriculum and extracurricular opportunities available for GCSE students.

Thank you for your assistance. I look forward to your prompt response.

Warm regards,

[Your Name]