

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

[Recipient Name]
[School Name]
[School Address]
[City, Post Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request admission for my child, [Child's Name], to the [specific year/group] for the upcoming GCSE academic year at [School Name].

[Provide brief background about your child's academic interests, achievements, and why you believe this school would be a good fit.]

We are particularly impressed by [mention any specific programs, values, or achievements of the school that attract you]. I believe that [Child's Name] would greatly benefit from the opportunities your school offers.

We would appreciate the opportunity to discuss this further and would be grateful for any additional information regarding the admission process. Thank you for considering our request. We look forward to your positive response.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]