

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

[Recipient's Name]
[School's Name]
[School's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request admission for my child, [Child's Name], to the GCSE program at [School's Name] for the academic year [Year].

[Include a brief introduction about your child, their current educational status, and reasons for your request.]

We believe that [School's Name] offers an outstanding environment for [Child's Name] to excel in their studies and develop their skills further.

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

Sincerely,

[Your Name]

[Your Relationship to the Child]