

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

Dear [Recipient Name],

I am writing to express my intention to apply for a place in the Sixth Form at [School Name] for the academic year [Year]. I am currently a student at [Current School Name] and have enjoyed my time there, achieving [mention relevant GCSE subjects or grades].

I am particularly drawn to [School Name] due to its strong reputation for [mention specific subject, extracurricular activities, or values]. I believe that the supportive environment and excellent resources will allow me to excel in my studies.

In addition to my academic pursuits, I am also involved in [mention any extracurricular activities, volunteer work, or relevant experiences]. This has helped me develop skills such as [mention skills] that I believe will be beneficial in my time at Sixth Form.

I am particularly interested in studying [mention subjects you wish to study], as I aspire to [mention future career aspirations or goals].

Thank you for considering my application. I look forward to the opportunity to contribute to and thrive in the vibrant community at [School Name].

Yours sincerely,
[Your Name]