

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

Dear [Recipient Name],

I am writing to express my interest in applying for the GCSE program at [School Name].

[Paragraph about your academic background and achievements.]

[Paragraph about your interests and extracurricular activities related to your chosen subjects.]

[Paragraph discussing why you have chosen this particular school and what you hope to gain from the program.]

[Closing paragraph reiterating your enthusiasm for the opportunity and your desire to contribute to the school community.]

Thank you for considering my application. I look forward to the possibility of joining [School Name] and contributing positively to the school environment.

Yours sincerely,

[Your Name]