

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

[Principal's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Principal's Name],

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

[Briefly explain your reasons for choosing this school and any relevant
background about your child.]

I believe that [School's Name] will provide an excellent environment for
[Child's Name] to learn and grow.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]