

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

[Principal's Name]  
[School Name]  
[School Address]

[City, State, Zip Code]

Dear [Principal's Name],

I am writing to formally apply for admission to [School Name] for the upcoming academic year. After researching various high schools, I am particularly impressed by [specific programs, values, or achievements of the school], which align closely with my academic and personal goals.

I am currently a student at [Current School Name], where I have maintained a [GPA or specific academic achievements]. I am particularly passionate about [mention any relevant subjects, extracurricular activities, or interests], and I believe that [School Name] would provide me with the ideal environment to further my education and personal growth.

Enclosed are my application form, transcripts, letters of recommendation, and any additional materials required for the admissions process. I appreciate your consideration and look forward to the opportunity to contribute positively to the vibrant community at [School Name].

Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]