

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[School/Institution Name]
[School Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request admission to the Higher Secondary Certificate (HSC) program at [School/Institution Name] for the [academic year/semester].

I have a strong academic background and am eager to pursue my studies further in [mention specific subjects or fields of interest]. I believe that [School/Institution Name] offers the ideal environment for my academic growth.

Attached are my academic records and any other required documents. I would appreciate the opportunity to discuss my application further. Thank you for considering my request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]