

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

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

Dear [Principal's Name],

Subject: Application for Admission to [Grade/Program]

I hope this letter finds you well. I am writing to formally request the admission of my child, [Child's Name], to [Grade/Program] at JK School for the academic year [Year].

[Provide a brief introduction about your child, their interests, and any relevant achievements or qualities.]

We believe that JK School's commitment to academic excellence and holistic development aligns with our aspirations for our child's education.

Attached are the necessary documents for your consideration. Kindly let us know if you require any additional information.

Thank you for considering our application. We look forward to the opportunity to discuss this further.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]