

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

Dear [Admissions Committee/Principal's Name],

I am writing to formally apply for the admission of my child, [Child's Name], to [Grade/Class] at [School Name] for the academic year [Year].

[Paragraph 1: Introduction and reason for choosing the school]

[Paragraph 2: Child's strengths, interests, and relevant experiences]

[Paragraph 3: Your commitment to supporting your child's education and development]

Thank you for considering our application. We are eager for [Child's Name] to join the community at [School Name] and believe it would be a wonderful fit.

Sincerely,
[Your Name]