

[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],
into [Grade/Class] at [School's Name] for the academic year
[Year/Session].

[Brief introduction about your child, including age and any relevant
information about their educational background or strengths.]

We believe that [School's Name] would provide an excellent environment
for [Child's Name] to learn and grow, particularly due to [mention any
specific programs, values, or strengths of the school that appeal to
you].

Please find attached the required documents for the admission process. I
would appreciate any information regarding the next steps and timelines
for the admission procedure.

Thank you for considering our request. We look forward to your positive
response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]