

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

The Admissions Office
JK School

[School Address]
[City, State, ZIP Code]

Dear Admissions Committee,

I am writing to formally apply for admission to JK School for the
[specific grade or program] for the academic year [Year].

[Briefly introduce yourself and your background.]

[Explain your interest in JK School and why you believe it is the right
fit for you or your child.]

[Highlight any relevant achievements, experiences, or extracurricular
activities that support your application.]

I have attached all necessary documents, including [list any documents
you are including, e.g., transcripts, recommendation letters, etc.]. I
appreciate your consideration of my application and look forward to the
opportunity to contribute to the JK School community.

Thank you for your time and consideration.

Sincerely,
[Your Name]