

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

The Admission Officer

[School Name]  
[School Address]  
[City, State, Zip Code]

Dear [Admission Officer's Name],

Subject: Application for Admission to [Grade/Class]

I am writing to formally apply for my child, [Child's Name], to be admitted to [Grade/Class] at [School Name] for the academic year [Year]. [Briefly introduce your child and mention any relevant information, such as previous schooling, achievements, and interests that make them a good fit for the school.]

We believe that [School Name] provides an excellent educational environment that aligns with our values and aspirations for [Child's Name].

Please find attached the required documents for the admission process. We would be grateful for the opportunity to discuss this application further.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]