

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

The Principal
[School Name]
[School Address]
[City, State, ZIP Code]

Dear [Principal's Name],

Subject: Admission Request for Grade [X]

I hope this letter finds you in good health and spirits. I am writing to formally request admission for my child, [Child's Name], into [Grade/Class] at [School Name] for the academic year [Year/Session].

[Optional: Briefly introduce your child, their interests, and why you believe they would be a good fit for the school.]

We have heard excellent feedback about your institution's academic program and extracurricular activities. We believe that [School Name] offers a nurturing environment that would significantly contribute to [Child's Name]'s overall development.

Please let us know the necessary steps to proceed with the admission process. We are looking forward to the opportunity for [Child's Name] to become part of your esteemed institution.

Thank you for considering our request.

Sincerely,
[Your Name]