

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

[Principal's Name]  
JK School

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

Dear [Principal's Name],

Subject: Admission Application for [Child's Name]

I am writing to formally apply for admission for my child, [Child's Name], to JK School for the [specific grade/class] for the [academic year].

[Child's Name] was born on [Date of Birth] and is currently attending [Current School/Preschool, if applicable]. We believe that JK School offers an excellent educational environment that aligns with our values and aspirations for [Child's Name]'s growth and development.

We are particularly impressed by [mention any specific programs or values of the school that appeal to you], and we are eager to see [Child's Name] thrive in such a dynamic learning atmosphere.

Please find enclosed [any required documents, if applicable, e.g., birth certificate, previous report cards, etc.]. We would be grateful for the opportunity to discuss [Child's Name]'s application further and look forward to any assessments or interviews as required.

Thank you for considering our application. We hope to be a part of the JK School community.

Warm regards,

[Your Name]

[Your Signature (if submitting a hard copy)]