

[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: Application for Admission to Junior Kindergarten

I hope this letter finds you well. I am writing to formally request the admission of my child, [Child's Full Name], to the Junior Kindergarten program at [School Name] for the academic year [Year].

1. ****Introduction****:

- Briefly introduce yourself and your child.
- Mention your child's age and any relevant milestones.

2. ****Reasons for Choosing the School****:

- Explain why you have chosen [School Name].
- Highlight specific programs, values, or teaching philosophies that resonate with you.

3. ****Child's Background****:

- Provide a brief overview of your child's interests, strengths, and personality traits.
- Mention any prior schooling or preschool experiences.

4. ****Additional Information****:

- Include any special considerations (if applicable).
- Attach any required documents (e.g., birth certificate, previous school records).

5. ****Closing****:

- Express your eagerness for your child to join the school community.
- Thank the principal for considering your application.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]