

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

[Principal's Name]  
[School Name]  
[School Address]  
[City, State, Zip Code]

Dear [Principal's Name],

I am writing to formally apply for admission to [School Name] for my child, [Child's Name], for the academic year [Year]. We believe that [School Name] is an ideal environment for [him/her/them] to thrive academically and personally.

[Optional: A brief introduction about your child, their strengths, interests, and any relevant extracurricular activities.]

We are particularly impressed by [Specific programs, values, or activities offered by the school], which we believe align perfectly with our child's educational goals.

Please find attached the completed application form along with any required documents. We hope for the opportunity for [Child's Name] to join your esteemed institution and contribute positively to the school community.

Thank you for your consideration. We look forward to your positive response.

Sincerely,

[Your Name]  
[Your Relationship to the Child]