

[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 apply for admission to the Junior High School program at [School Name] for the upcoming academic year. I am currently a student at [Current School Name] and am excited about the opportunity to continue my education at [School Name].

I have a strong academic record, particularly in subjects such as [mention relevant subjects or activities], and I am eager to contribute to the vibrant school community at [School Name]. I believe that your school's mission aligns with my educational goals, and I look forward to the potential of being a part of such a dynamic environment.

Please find attached my application documents for your review. I appreciate your consideration of my application, and I hope to discuss my admission in further detail.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]