

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

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

Dear [Principal's Name],

I am writing to formally apply for admission to [School's Name] Junior High School for the [upcoming school year/academic year]. I am currently a student at [Current School's Name], where I have maintained a strong academic record and actively participated in various extracurricular activities.

I am particularly impressed with [mention specific programs, clubs, or values of the school], which align with my interests and goals. I believe that being part of [School's Name] will provide me with an enriching educational experience and the opportunity to grow both academically and personally.

In addition to my academic pursuits, I am involved in [briefly describe any relevant extracurricular activities, sports, or volunteer work]. I am eager to contribute to the school community and collaborate with fellow students and faculty.

Thank you for considering my application. I look forward to the possibility of joining the [School's Name] family and contributing to its vibrant community.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]