

[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 apply for admission to the Junior High School at [School's Name] for the upcoming academic year. My name is [Your Name], and I am currently in [Your Current Grade/School].

[Briefly introduce yourself, mentioning your interests, hobbies, and any relevant achievements.]

I believe that [School's Name] offers an excellent environment for academic and personal growth. I am particularly drawn to [mention any specific programs, extracurricular activities, or values of the school that interest you].

I am excited about the possibility of contributing to your school community and am eager to take advantage of the opportunities that [School's Name] provides. I appreciate your consideration of my application and look forward to the opportunity to discuss my candidacy further.

Thank you for your time.

Sincerely,
[Your Name]