

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

Dear [Admissions Committee/Principal's Name],  
I am writing to formally submit my application for admission to [School Name] for the [upcoming academic year/term]. I am excited about the opportunity to become a part of your community and contribute to the vibrant environment at your school.

I have included all required documents, including my application form, transcripts, recommendation letters, and any additional materials requested in the application guidelines.

Thank you for considering my application. I look forward to the possibility of joining [School Name] and am eager to contribute to the school's academic and extracurricular programs.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]