

[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] for the [specific grade or program] starting in [start date/academic year].

I am particularly drawn to [specific features of the school or program] because [reason for interest]. I believe that my background in [mention relevant experience or qualities] aligns well with the values of [School's Name].

Please find enclosed [list any enclosed documents, such as transcripts, recommendation letters, etc.]. I would appreciate the opportunity to discuss my application further and look forward to your positive response.

Thank you for considering my application.

Sincerely,

[Your Name]