

[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 [upcoming academic year/term]. I am currently a student at [Current School's Name], and I am eager to further my education in a supportive and challenging environment.

I am particularly drawn to [School's Name] because of [mention specific programs, values, or attributes of the school that attract you]. I am confident that the academic rigor and extracurricular opportunities offered at your school will help me to achieve my goals and develop my interests.

Throughout my time at [Current School's Name], I have accomplished [mention any relevant academic, extracurricular, or personal achievements]. I believe these experiences have prepared me to contribute positively to your school community.

I would be grateful for the opportunity to discuss my application further and provide any additional information needed. Thank you for considering my application. I look forward to the possibility of joining [School's Name].

Sincerely,
[Your Name]