

[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 hope this letter finds you well. My name is [Your Name], and I am writing to formally request admission for my child, [Child's Name], to [School's Name] for the upcoming junior high school year.

[Child's Name] has demonstrated a keen interest in [mention any relevant academics, sports, arts, etc.], and I believe that [School's Name] offers the nurturing environment and the excellent educational program that would greatly benefit [him/her/them].

Enclosed with this letter are [mention any necessary documents you are providing, such as report cards, applications, etc.]. I would appreciate the opportunity to discuss [Child's Name]'s admission further, and I am available for a meeting at your convenience.

Thank you for considering our request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Relationship to Child]