

[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 school year/term]. I am currently a [grade level] student at [Current School's Name], and I am eager to continue my education at your esteemed institution due to [reason for choosing the school, e.g., academic programs, values, location].

I am particularly interested in [specific programs, extracurricular activities, or aspects of the school] and believe that I would be an excellent fit for your school community.

Enclosed with this letter are my [transcripts, recommendation letters, or any other relevant documents] for your review. I appreciate your consideration of my application and look forward to the opportunity to discuss my admission further.

Thank you for your time.

Sincerely,
[Your Name]