

[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 apply for admission to [School's Name] for the Junior High School program for the academic year [Year]. I am currently a [current grade level] student at [Current School's Name] and have a strong desire to join your esteemed institution.

[Paragraph 1: Explain your interest in the school and any specific programs or values that attract you.]

[Paragraph 2: Highlight your academic achievements, extracurricular activities, and any relevant experiences that showcase your qualifications.]

[Paragraph 3: Conclude by expressing your enthusiasm for the opportunity to contribute to the school community and your readiness for the challenges ahead.]

Thank you for considering my application. I look forward to the possibility of becoming a part of [School's Name].

Sincerely,
[Your Name]