

**\*\*Junior High Admission Letter Template\*\***

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Principal's Name]

[School Name]

[School Address]

[City, State, ZIP Code]

Dear [Principal's Name],

Subject: Admission Application for [Applicant's Name]

I am writing to formally submit an application for admission for my child, [Applicant's Name], into [specific grade] at [School Name] for the upcoming academic year.

[Provide a brief introduction of the applicant, including academic achievements, extracurricular activities, and any particular strengths or interests.]

[Explain reasons for choosing the school, such as its academic programs, community values, or extracurricular offerings that align with the applicant's interests.]

[Conclude with a polite request for further consideration of the application, and state that you are looking forward to the possibility of joining the school community.]

Thank you for considering this application.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

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**\*\*Enclosures:\*\***

1. Application Form
2. Transcript/Report Card
3. Letters of Recommendation
4. Any Additional Documents