

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[School Name]
[School Address]
[City, State, Zip Code]

Dear Admissions Office,

I hope this letter finds you well. My name is [Your Name], and I am writing to inquire about the admission process for junior high school at [School Name] for the [2024-2025] academic year.

I am particularly interested in understanding the following:

1. Application requirements and deadlines
2. Admission criteria and any necessary assessments
3. Tuition fees and financial aid options
4. Open house or informational sessions

I would appreciate any brochures or informational materials you may provide to help me better understand your programs and offerings.

Thank you for your assistance. I look forward to your response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]