

[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. I am writing to formally request admission for my child, [Child's Name], to [School's Name] for the upcoming academic year.

[Child's Name] is currently in [Current Grade] at [Current School Name] and has shown a keen interest in [mention any specific areas of interest or strength]. We believe that [School's Name] would provide an excellent environment for [his/her/their] growth and development, particularly due to [mention any unique programs, values, or aspects of the school that attract you].

We would greatly appreciate the opportunity to discuss the admission process and any necessary requirements. Thank you for considering our request. We look forward to the possibility of joining the [School's Name] community.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]