

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

[Principal's Name]  
[School's Name]  
[School's Address]  
[City, State, Zip Code]

Dear [Principal's Name],

I am writing to express my intent to apply for admission to [School's Name] for the Junior High School program for the [upcoming school year]. I believe that [School's Name] offers a unique and enriching educational environment that aligns with my academic and personal goals. I am particularly impressed by [mention specific programs, values, or extracurricular activities that attract you to the school].

In my previous academic pursuits, I have demonstrated [briefly highlight achievements, strengths, or relevant experiences]. I am eager to contribute to the school community and participate in [mention any specific programs or clubs].

Thank you for considering my application. I look forward to the opportunity to be a part of [School's Name] and to contribute positively to the community.

Sincerely,  
[Your Name]