

[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 apply for admission to [School's Name] for [specify grade, e.g., Junior High School, Grade 7] for the academic year [specify year, e.g., 2023-2024]. I am currently a student at [Current School's Name], where I have consistently maintained good academic standing and participated actively in extracurricular activities. My passion for [mention specific subjects, activities, or interests] has driven my academic journey, and I believe that [School's Name] will provide the ideal environment for my growth and development.

I am particularly drawn to [mention any specific programs, values, or reputation of the school] at [School's Name]. I am excited about the opportunity to contribute to the school community through my involvement in [mention clubs, sports, or activities you are interested in].

Thank you for considering my application. I look forward to the opportunity to discuss my application further and hopefully join [School's Name] in the upcoming academic year.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]