

[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 [Child's Name]

I hope this letter finds you well. I am writing to formally apply for admission for my child, [Child's Name], into [Grade/Class] at JK School for the academic year [Year].

[Child's Name] was born on [Date of Birth] and has shown great enthusiasm for learning and social interaction. We believe that JK School's values and academic rigor will provide an excellent foundation for their educational journey.

We are particularly impressed by [specific program, curriculum, or values of the school] and believe it aligns beautifully with our educational aspirations for [Child's Name].

Enclosed with this letter are the required documents, including [list of documents such as birth certificate, previous school records, etc.]. We are looking forward to the opportunity of discussing [Child's Name]'s admission further.

Thank you for considering our application. We hope to hear from you soon.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]