

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

Admissions Office  
JK School

[School Address]  
[City, State, Zip Code]

Dear Admissions Committee,

I am writing to formally request admission for my child, [Child's Full Name], to JK School for the [specific academic year or grade]. We are particularly impressed by the school's commitment to [mention any specific programs, values, or aspects of the school that attracted you]. [Child's Full Name] is currently [age or current grade] and has shown a strong interest in [mention any relevant extracurricular activities or subjects]. We believe that JK School's environment will significantly contribute to [his/her/their] academic and personal growth.

Please let us know if there are any forms or additional information required for the admission process. We appreciate your consideration and look forward to the opportunity for [Child's Name] to join the JK School community.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]