

\*\*[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],

I am writing to formally request admission for my child, [Child's Name], into [specific grade/class] at [School Name] for the academic year [Year].

[Briefly introduce your child, including name, age, and any relevant details about their background or interests.]

We believe that [School Name] offers an exceptional learning environment and aligns with our educational values. [Mention any specific programs, philosophies, or extracurricular activities that attracted you to the school.]

Attached are the required documents for admission consideration, including [list any documents such as birth certificate, previous school records, application forms, etc.].

Thank you for considering our application. We look forward to the opportunity for [Child's Name] to join [School Name].

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]