

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

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

Dear [Principal's Name],

Subject: Appeal for Admission to JK School

I hope this message finds you well. I am writing to formally appeal for the admission of my child, [Child's Name], to [JK School Name] for the [specific academic year or term].

[Briefly explain the reasons for your appeal, such as extenuating circumstances, academic achievements, or unique contributions your child could make to the school community.]

We believe that [JK School Name] is the ideal environment for [Child's Name] to thrive academically and socially, and we are eager for them to be a part of your esteemed institution.

Thank you for considering this appeal. We sincerely hope to receive a favorable response.

Warm regards,

[Your Name]

[Your Signature (if sending a hard copy)]