

[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 apply for admission to JK School for my child, [Child's Name], for the [specific grade/year] starting in [start date, e.g., September 2024]. We have been impressed by the school's commitment to academic excellence, character development, and the nurturing environment it provides.

[Child's Name] is currently attending [Current School/Program] and has shown strong interest in [mention any relevant extracurricular activities or subjects]. As a family, we are dedicated to supporting their education and believe that JK School will be an ideal fit for their growth and development.

We have attached the completed application form along with all required documents for your review. We would appreciate the opportunity to schedule a visit or an interview to discuss our application further.

Thank you for considering our application. We look forward to the possibility of joining the JK School community.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]  
[Your Relationship to the Child]