

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

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

Dear [Recipient's Name],

I am writing to formally apply for admission to [School's Name] for the [specific grade/year] academic year.

[Paragraph 1: Introduce yourself and briefly explain the purpose of your letter.]

[Paragraph 2: Highlight any relevant achievements, experiences, or reasons for choosing this school.]

[Paragraph 3: Express your enthusiasm about the school and how you believe it will benefit the student.]

Thank you for considering my application. I look forward to the opportunity to discuss [Student's Name]'s admission further.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]