

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

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

Dear [Principal's Name],

I am writing to formally apply for the admission of my child, [Child's Full Name], to the nursery program at [School's Name] for the academic year [Year].

[Child's Full Name] was born on [Date of Birth] and has shown great curiosity and enthusiasm for learning. We believe that [School's Name] provides an excellent environment for nurturing young minds, and we would be thrilled if [he/she/they] could be part of your esteemed institution. We have attached the necessary documents required for admission, including:

1. Copy of Birth Certificate
2. Recent Passport Size Photograph
3. Address Proof
4. [Any other relevant documents]

Thank you for considering our application. We look forward to your positive response.

Warm regards,

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