

[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],

Subject: Admission Application for Special Needs Child

I hope this letter finds you well. I am writing to formally request admission for my child, [Child's Name], who has special needs, to [School's Name] for the [upcoming school year/Specific Grade]. [Child's Name] has been diagnosed with [specific condition or diagnosis], which impacts [brief description of how it affects learning and development]. We believe that [School's Name] is well-suited to provide the supportive and inclusive environment that [he/she/they] needs to thrive.

We are particularly impressed with the inclusive education programs offered at your school and the dedicated staff who work closely with children with special needs. We are confident that with the right support, [Child's Name] will be able to reach [his/her/their] full potential.

We kindly request an opportunity to discuss [Child's Name]'s needs in more detail and explore the possible accommodations and support available at your institution.

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

Sincerely,

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