

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

Subject: Request for Admission Grace Period

Dear [Principal's Name/Admissions Office],

I hope this letter finds you well. I am writing to formally request a grace period for the admission process for my child, [Child's Name], who has applied for admission to [Grade/Class] at [School Name] for the academic year [Year].

Due to [brief explanation of circumstances, e.g., unforeseen family issues, medical reasons, etc.], we are unable to meet the deadline for the necessary documentation. We are fully committed to ensuring [Child's Name]'s successful admission and would greatly appreciate any additional time you can grant us.

We believe that [Child's Name] would be a great fit for your school and would benefit greatly from the educational opportunities provided.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]