

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

[School Name]  
[School Address]  
[City, Postal Code]

Dear [Principal's Name],

RE: SCHOOL ADMISSION LETTER FOR [CHILD'S NAME]

I am writing to formally request the admission of my child, [Child's Name], to [Grade/Year] at [School Name] for the [school year] academic year.

[Optional: Brief introduction about your child, interests, or any specific reasons for choosing this school.]

Attached to this letter are the required documents, including:

- Birth certificate
- Proof of residence
- Latest academic report
- [Any other relevant documents]

I would appreciate your consideration of this application and look forward to your positive response.

Thank you for your attention.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Parent/Guardian]