

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

Dear [Principal's Name],

I am writing to formally apply for admission to [School Name] for my child, [Child's Full Name], who is seeking to join [Grade/Year] for the [upcoming academic year/term].

[Child's Name] is currently attending [Current School/Previous School Name] where they have shown [mention any achievements, interests, or reasons for wanting to join the school]. We believe that [School Name] will provide the ideal environment for [Child's Name] to thrive due to its [mention any specific programs, values, or characteristics of the school].

Attached to this letter are the required documents, including [list of attached documents, e.g., birth certificate, previous report cards, etc.].

Thank you for considering our application. We look forward to the opportunity for [Child's Name] to become a part of the [School Name] community and to contribute positively to it.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]