

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

[Admission Office]  
[School Name]  
[School Address]  
[City, State, Zip Code]

Dear [Admission Officer's Name],

Subject: Application for Admission to [Grade/Class Name]

I am writing to formally request the admission of my child, [Child's Name], to [School Name] for the upcoming academic year.

[Brief introduction about your child, mentioning their strengths, interests, and suitability for the school.]

We believe that [School Name] would provide the ideal environment for [Child's Name] to thrive academically and socially.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]