

[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],

I am writing to formally apply for admission to [School's Name] for the [specify grade/academic year]. My [son/daughter], [Child's Name], is currently in [current grade] and has shown great interest in joining your esteemed institution.

[In this paragraph, briefly introduce your child, their academic achievements, extracurricular interests, and why you believe they would be a good fit for the school.]

We are particularly drawn to [School's Name] because of [specific programs, values, or opportunities offered by the school that align with your child's needs and interests].

I have attached all necessary documents, including [list any included documents, such as transcripts, recommendation letters, or application forms].

Thank you for considering our application. We look forward to the opportunity for [Child's Name] to become part of your school community. Please feel free to contact me at [your phone number] or [your email] should you need any further information.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]