

[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 request admission for my child, [Child's Name],  
to [Grade/Class] at [School's Name] for the upcoming academic year  
[Year].

[Brief introduction about your child, their interests, and why you  
believe this school is the right fit.]

We would appreciate any information regarding the admissions process and  
would be thankful for the opportunity to discuss this further.

Thank you for considering our request.

Sincerely,  
[Your Name]