

[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 the admission of my child, [Child's Name], into [Grade/Level] at [School's Name] for the [upcoming academic year/semester].

[Briefly introduce your child and explain why you believe they would be a good fit for the school. Mention any relevant achievements, interests, or values that align with the school's mission.]

We have researched several schools, and we believe that [School's Name] offers the ideal environment for [Child's Name] to thrive academically and personally.

I kindly request an opportunity to meet with you to discuss my child's application further. Thank you for considering our request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]