

[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 hope this letter finds you well. I am writing to formally request admission for my child, [Child's Name], to [Grade/Class] at [School's Name] for the [Academic Year/Term].

[Provide a brief introduction about your child, including any relevant background information and why you believe your child would be a good fit for the school. Mention any specific programs or attributes of the school that appeal to you.]

I have attached [any relevant documents, such as application forms, birth certificate, report cards, etc.] for your consideration.

Thank you for considering my application. I look forward to the opportunity for my child to join your esteemed school. Please feel free to contact me if you need any further information.

Sincerely,  
[Your Name]