

[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. My name is [Your Name], and I am writing to formally request admission for my child, [Child's Name], to [School's Name] for the [specific grade/year] academic year.

We are particularly drawn to [School's Name] because of its [mention specific programs, values, or achievements of the school that appeal to you]. I believe that [Child's Name] would thrive in your nurturing environment and benefit from the excellent educational opportunities offered.

[Child's Name] is [briefly describe your child's interests, strengths, and any relevant achievements]. I am confident that [he/she/they] would contribute positively to the school community.

I would be grateful for the opportunity to discuss this request further and provide any additional information needed. Thank you for considering our application.

Warm regards,

[Your Name]

[Your Signature (if sending a hard copy)]