

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Principal's Name]  
[School Name]  
[School Address]  
[City, State, ZIP Code]

Dear [Principal's Name],

I hope this letter finds you well. I am writing to formally request the admission of my child, [Child's Full Name], into [Grade/Class Name] at [School Name] for the upcoming academic year, [Year].

[Briefly introduce your child, including their interests, strengths, and any relevant background information that highlights their suitability for the school.]

We are particularly drawn to [School Name] because [mention specific programs, values, or attributes of the school that appeal to you]. We believe that your institution would provide an excellent environment for [Child's Name] to thrive academically and socially.

Enclosed with this letter are [list any attached documents, such as application forms, report cards, recommendation letters, etc.]. Please let me know if any further information or documentation is required.

Thank you for considering our application. I look forward to the opportunity for [Child's Name] to be a part of the [School Name] community.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]