

[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], to [School's Name] for the [Grade/Year] academic year. We have thoroughly researched various educational institutions, and we believe that [School's Name] embodies the values and quality of education that align with our family's aspirations for [Child's Name].

[Child's Name] is [briefly describe your child's interests, strengths, and any relevant achievements]. We are impressed by [School's Name]'s commitment to [mention specific programs, values, or aspects of the school that appeal to you], and we feel that this environment would greatly benefit [Child's Name]'s academic and personal growth.

We have attached [any required documents, such as transcripts, recommendation letters, etc.] to support this application. We would be grateful for the opportunity to discuss [Child's Name]'s admission further and to learn more about the community at [School's Name].

Thank you for considering our application. We look forward to the possibility of [Child's Name] joining your esteemed school.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]