

[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 inquire about the admission process for [grade level or program] at [School's Name] for the upcoming academic year.

[Briefly explain your interest in the school and any relevant information about your child, such as academic achievements, extracurricular interests, or unique circumstances.]

I would appreciate any details you could provide regarding the application timeline, required documents, and any entrance assessments if applicable.

Thank you for your time and assistance. I look forward to your response.

Sincerely,
[Your Name]