

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your 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 [School's Name] for the upcoming academic year.

[Child's Name] is currently [Child's Age] years old and has shown a strong interest in [mention any relevant interests or subjects]. We believe that [School's Name] would provide an excellent environment for [his/her] academic and personal growth.

We are particularly impressed by [mention any specific programs, values, or achievements of the school]. We believe that this aligns well with our values as a family and would greatly benefit [Child's Name].

Attached to this letter are [mention any supporting documents, e.g., report cards, recommendations, etc.]. I am hopeful that you will consider [his/her] application favorably.

Thank you for considering our request. I am looking forward to the possibility of [Child's Name] joining [School's Name] and contributing to your school community.

Sincerely,  
[Your Name]