

[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 formally request the admission of my child, [Child's Name], to [Grade / Class] at [School's Name] for the [academic year/term].

[Child's Name] is currently [age] years old and has shown a keen interest in [specific interests or academic areas]. We believe that [School's Name] will provide an excellent environment for [him/her/them] to thrive academically and socially.

We are particularly impressed by [mention any specific programs, values, or aspects of the school that appeal to you]. I would be grateful for the opportunity to discuss this further and provide any necessary documentation that may assist with the admission process.

Thank you for considering our request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]