

[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], into [Grade/Class] at [School's Name] for the upcoming academic year.

[Child's Name] is a [brief description of your child, e.g., "six-year-old who loves reading and outdoor activities"]. We believe that [School's Name] offers an excellent academic environment that will nurture and develop [his/her/their] abilities.

We are particularly impressed by [mention specific programs, values, or achievements of the school]. We feel that this aligns with our educational goals for [Child's Name].

I have included [any necessary attachments, e.g., application form, report cards, etc.].

Thank you for considering our application. We look forward to the opportunity for [Child's Name] to join the [School's Name] community.

Warm regards,

[Your Name]

[Your Signature (if sending a hard copy)]