

[Your Name]
[Your Address]
[City, State, Postcode]
[Email Address]
[Phone Number]
[Date]

[Principal's Name]
[School's Name]
[School's Address]
[City, State, Postcode]

Dear [Principal's Name],

I am writing to formally apply for admission for my child, [Child's Full Name], to [School's Name] for the [academic year/grade level].

[Child's Full Name] is currently attending [Current School's Name] and is in [Current Year Level]. We are particularly impressed by [mention any specific programs or attributes of the school], and believe that it would be an excellent fit for [Child's Name] to thrive academically and socially.

We have completed the necessary application forms and attached all required documents for your consideration.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]