

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

[Principal's Name]
[School Name]
[School Address]
[City, State, Zip Code]

Dear [Principal's Name],

I hope this letter finds you well. My name is [Your Name], and I am writing to express my interest in applying for admission to [School Name] for the upcoming Junior High School term.

I am currently a student at [Current School Name], where I have enjoyed learning and participating in various extracurricular activities such as [list any relevant activities or clubs]. These experiences have helped me develop a passion for [mention any specific subjects or interests].

I believe that [School Name] is the ideal place for me to further my education, as I am particularly impressed by [mention any specific programs, values, or teaching staff that attract you to the school].

In addition to my academic pursuits, I am committed to contributing positively to the school community through [mention any planned participation in clubs, sports, or community service]. I am eager to bring my enthusiasm and dedication to [School Name].

Thank you for considering my application. I look forward to the opportunity to demonstrate my commitment and enthusiasm in person.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]