

[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. My name is [Your Name], and 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 in [Current Grade/School] and has shown a keen interest in [mention any specific subjects or extracurricular activities relevant to the school]. After extensive research and conversations with other parents, I believe that [School's Name] would provide the ideal environment for [Child's Name] to thrive academically and socially.

We are particularly impressed by [mention any specific programs, values, or achievements of the school that attract you], and we feel that these aspects align with our family's educational goals.

I would be grateful if you could provide us with information regarding the application process and any necessary steps we should be aware of. Thank you very much for considering our request. We look forward to the possibility of joining the [School's Name] community.

Sincerely,  
[Your Name]