

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Admissions Office]  
[School Name]  
[School Address]  
[City, State, ZIP Code]

Dear Members of the Admissions Committee,  
I am writing to express my interest in applying for admission to [School Name] for the upcoming academic year. As a dedicated student with a passion for [specific subjects or extracurricular activities], I believe that attending your esteemed boarding school will provide me with the opportunity to further my academic and personal growth.

[Paragraph 1: Introduce yourself and briefly explain your background, including your current school, grades, and any notable achievements.]

[Paragraph 2: Discuss your reasons for wanting to attend this particular school, including its values, programs, and community. Mention how it aligns with your goals and interests.]

[Paragraph 3: Highlight any relevant extracurricular activities, leadership experiences, or special skills that you possess, and explain why they would contribute to the school community.]

[Paragraph 4: Thank the admissions committee for considering your application. Express your enthusiasm for the possibility of joining the school and contributing to its community.]

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]