

[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. I am writing to formally request the admission of my child, [Child's Name], to [Grade/Class Name] for the upcoming academic year at [School's Name].

[Briefly introduce your child and their interests/strengths.]

We believe that [School's Name] offers an excellent environment for [Child's Name] to grow academically and socially. [You can mention any specific programs or values of the school that align with your child's needs or your family's beliefs.]

Please find attached the required documents for the admission process, including [list of documents, e.g., birth certificate, report cards, recommendation letters, etc.].

Thank you for considering our application. We look forward to the opportunity for [Child's Name] to join your esteemed institution. Please let us know if there are any further steps we need to take in this process.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]