

[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 am writing to express my interest in applying for admission to [School's Name] for the upcoming academic year. I am currently a student at [Current School's Name] and will be entering junior high school.

I am excited about the opportunity to join [School's Name] because [mention specific reasons related to the school's programs, values, or achievements that resonate with you]. I believe that my commitment to [mention any interests, skills, or extracurricular activities] aligns well with the values and educational philosophy of your institution.

Throughout my academic journey, I have consistently strived for excellence in my studies, particularly in [mention subjects or areas of interest]. I am eager to contribute to the diverse community at [School's Name] and engage in various activities such as [mention any clubs, sports, or programs you wish to join].

I appreciate your consideration of my application and look forward to the possibility of being part of the [School's Name] community. Thank you for your time and attention.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]