

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

[School Name]  
[School Address]  
[City, State, Zip Code]

Dear [Principal's Name],

Subject: Request for Late Admission

I hope this letter finds you well. I am writing to formally request admission to [Grade/Class] at [School Name] for the academic year [Year]. Due to [brief explanation of reason for late admission, e.g., moving to the area, personal circumstances], I was unable to apply by the deadline. I am very interested in joining your esteemed institution, as I believe it offers an excellent educational environment that aligns with my academic goals.

I have attached the necessary documents for your review, including [list any documents you're including, e.g., transcripts, recommendation letters, etc.]. I sincerely hope for your understanding and consideration of my request.

Thank you for your time and assistance. I look forward to the possibility of becoming a part of [School Name].

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]