

[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 Admission to [Grade/Class] for [Academic Year]

I hope this letter finds you well. I am writing to formally request the admission of my child, [Child's Name], to [Grade/Class] at [School Name] for the [Academic Year].

[Briefly introduce your child and mention any relevant background or achievements.]

We believe that [School Name] provides an excellent environment for my child's education and development. We are particularly impressed by [mention any specific programs, values, or achievements of the school that attracted you].

I have attached the necessary documents, including [list the documents, such as birth certificate, report cards, etc.], for your review. We would greatly appreciate the opportunity for an admission interview at your earliest convenience.

Thank you for considering our application. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]