

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

Dear [Admission Office/Principal's Name],

Subject: Admission Request for [Grade/Class Name]

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

[Optional: Brief introduction about your child and any relevant background information.]

We believe that [School Name] is an excellent fit for our child's educational and personal growth. [Optional: Mention any specific reasons, such as programs, values, etc.]

Please find attached the necessary documents to support our application:

1. [Document 1]
2. [Document 2]
3. [Document 3]

We appreciate your consideration of our request and look forward to the possibility of our child becoming a part of your esteemed institution.

Thank you for your time and attention.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]