

[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 or Admissions Office],

Subject: Inquiry About Admission Process

I hope this letter finds you well. My name is [Your Name], and I am interested in learning more about the admission process for [specific grade or program] at [School Name].

I would appreciate any information regarding the following:

1. Admission requirements and timeline
2. Curriculum details
3. Extracurricular activities available
4. Tuition and financial aid options

Thank you for your assistance. I look forward to your response.

Sincerely,
[Your Name]