

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

[Recipient's Name]
[School's Name]
[School's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally apply for admission to [School's Name] for the [upcoming school year/term]. I am excited about the opportunity to become a part of your school community.

I believe that [a brief reason why you want to attend the school and what you hope to gain]. I am particularly impressed by [mention any specific programs, activities, or values of the school that appeal to you].

Thank you for considering my application. I look forward to the opportunity to contribute to and grow within your school.

Sincerely,
[Your Name]