

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

[Principal's Name]  
[School's Name]  
[School's Address]  
[City, State, Zip Code]

Dear [Principal's Name],

I am writing to formally apply for admission to [School's Name] for the [specific grade or program] for the [academic year].

[Briefly introduce yourself and your background.]

I believe that [School's Name] is the ideal place for my education due to [specific reasons related to the school's values, programs, achievements, etc.].

I am particularly interested in [mention any specific programs, activities, or subjects] that I feel will help me grow academically and personally.

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

Sincerely,  
[Your Name]