

[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 request admission for my child, [Child's Name],
to [Grade/Class Name] at [School's Name] for the [Academic Year/Term].

[Child's Name] has shown a keen interest in [specific subjects or
activities], and I believe that [School's Name] provides an excellent
environment for academic and personal growth.

I have attached [any relevant documents, e.g., report cards,
recommendation letters, etc.].

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

Sincerely,
[Your Name]