

[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 hope this letter finds you well. I am writing to formally apply for the admission of my child, [Child's Name], to [School's Name] for the [upcoming academic year/semester].

[Briefly introduce your child and their academic interests, strengths, and any relevant information that supports the application.]

We have chosen [School's Name] because [mention reasons for choosing the school, such as curriculum, values, extracurricular activities, etc.].

I would appreciate the opportunity to discuss this application further and provide any additional information needed. Thank you for considering [Child's Name]'s application.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]