

# Request for School Admission Records

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Admissions Office/Principal's Name],

I hope this letter finds you well. I am writing to formally request copies of the admission records for my child, [Child's Name], who attended [School's Name] during the academic year [Year/Years].

As part of our preparation for [reason for requesting records, e.g., transfer to another school, applying for scholarships], it is essential to obtain these records. Please include any relevant documents such as transcripts, report cards, and any other pertinent information that can assist in this process.

If there are any fees associated with this request, please let me know, and I would be happy to cover those costs. You can reach me at [Your Phone Number] or [Your Email Address] should you require further information.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]