

# Formal Request for Admission

Date: [Insert Date]

[Recipient's Name]

[Title]

[School's Name]

[School's Address]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request acceptance of my child, [Child's Name], into [Grade/Class] at [School's Name] for the [Academic Year].

We have researched many educational institutions and are particularly impressed by [specific features of the school, such as curriculum, values, community involvement]. We believe that [Child's Name] would thrive in such an environment and contribute positively to the school community.

Please find attached [any required documents, such as application forms or records]. I would greatly appreciate the opportunity to discuss this request further and hope to hear from you soon.

Thank you for considering our application.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]