

# School Admission Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Admissions Office

[School Name]

[School Address]

[City, State, Zip Code]

Dear Admissions Committee,

I am writing to formally request admission for my child, [Child's Name], to [School Name] for the [specific grade] for the upcoming academic year [Year].

[Child's Name] is currently a [current grade] student at [current school name], where they have excelled academically and participated in various extracurricular activities. We believe that [School Name] would be an excellent fit for [his/her] continued academic growth and development.

We are particularly impressed by [mention any specific programs or values of the school that attract you], and we feel that [Child's Name] would thrive in such an environment.

We would greatly appreciate your consideration of our application. Please let us know if we can provide any further information or documentation.

Thank you for considering our request. We look forward to the possibility of [Child's Name] joining [School Name] community.

Sincerely,

[Your Name]