

School Admission Request for International Student

Date: [Insert Date]

To,
The Principal,
[School Name],
[School 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] at [School Name] for the academic year [Year]. We are currently residing in [Country], and my family is making plans to move to [City/Area] in order to provide [Child's Name] with quality education.

[Child's Name] has a passion for [mention relevant interests or subjects], and we believe that [School Name]'s commitment to academic excellence aligns perfectly with our educational goals. We are particularly impressed by [mention any specific programs or achievements of the school].

Please find attached the required documents, including [list any documents attached, e.g., previous school records, visa status, etc.]. We would be grateful if you could guide us through the admission process and any other requirements needed for international students.

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

Yours sincerely,
[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]