

School Admission Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To,

The Principal,

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Principal's Name],

I hope this letter finds you well. I am writing to formally request admission for my child, [Child's Name], into the kindergarten program at [School Name] for the academic year [Insert Year].

[Child's Name] was born on [Child's Date of Birth] and has shown great enthusiasm for learning and social interaction with peers. We believe that [School Name] is an ideal environment for [him/her/them] to grow and develop.

We would be grateful if you could provide us with the necessary information regarding the admission process and any documentation required.

Thank you for considering our request. We look forward to your positive response.

Warm regards,

[Your Name]