

Admission Request for Summer Program

Date: [Insert Date]

To,
The Principal,
[School Name],
[School Address],
[City, State, Zip Code]

Dear [Principal's Name],

I am writing to request admission for my child, [Child's Name], to the Summer Program at [School Name]. We are excited about the opportunity for [him/her/them] to participate in such a well-structured program that emphasizes [specific focus of the program, e.g., academic enrichment, arts, sports].

[Child's Name] is currently in [current grade/class] and has shown great enthusiasm for [related subject or activity]. We believe that the summer program will significantly contribute to [his/her/their] growth and development.

We kindly ask you to consider this admission request. We are eager to provide any additional information you may require and look forward to your positive response.

Thank you for your attention and consideration.

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