

# Request for Summer School Participation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[School/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request participation in the upcoming summer school program at [School/Organization Name]. As a [Your Grade/Year] student, I am eager to enhance my understanding of [Subject or Skill] during this valuable opportunity.

Given my academic interests and future goals, I believe that attending summer school will significantly contribute to my educational journey. I am particularly interested in the following courses: [List Courses].

I understand that enrollment is subject to availability and the selection process. I would appreciate any guidance you can provide regarding the application requirements and deadlines.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]