

Request for Summer School Admission

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 to the summer school program at [School Name] for the upcoming session, starting on [Start Date]. I have been eager to further my education and feel that this program aligns perfectly with my academic goals.

I believe that the unique curriculum offered by [School Name] will provide me with the necessary skills and knowledge to excel in my studies. I am particularly interested in [specific courses or programs], which I believe will foster my growth.

Please let me know if there are any application forms or prerequisites I should complete to facilitate the admission process. I am looking forward to your positive response.

Thank you for considering my request.

Sincerely,

[Your Name]