

Formal School Admission Application Letter

Subject: Application for Admission of [Child's Name]

Dear [Principal's Name],

I am writing to formally apply for the admission of my child, [Child's Name], into [Class/Grade] at [School Name] for the academic year [Year].

[Child's Name] has completed the prerequisite education at [Previous School Name] and has shown consistent academic performance and participation in extracurricular activities.

Kindly let me know the next steps in the admission process, and I have enclosed all necessary documents for your review.

Thank you for your consideration.

Sincerely,

[Your Name]

[Contact Information]

[Date]

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