

Admission Request Letter on Behalf of a Parent

Subject: Admission Application for [Child's Name]

Dear [Principal's Name],

I am writing on behalf of [Parent's Name] to request admission for their child, [Child's Name], in [Class/Grade] at [School Name]. All required documents are attached for your reference.

Please let us know about the admission process and any further steps required.

Thank you for your attention.

Best regards,

[Your Name]

[Relationship/Position, if applicable]

[Contact Information]

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