

Formal, Official Admission Letter

Subject: Application for Admission to [Course/Grade]

Dear [Principal/Admission Officer Name],

I am writing to formally apply for admission to [School/College Name] for my child/self in [Grade/Course] for the upcoming academic session. My child's academic records and other necessary documents are attached for your review.

I kindly request you to consider this application and provide the necessary guidance for the admission process. I look forward to your positive response.

Sincerely,

[Your Name]

[Contact Information]

[Relationship to Student, if applicable]

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