

Formal Request Letter for School Admission

Subject: Request for Admission to Grade 7

Dear Principal,

I am writing to formally request the admission of my daughter, Sarah Ahmed, to Grade 7 at your esteemed institution for the upcoming academic year. We have heard excellent reviews about your school's academic standards and extracurricular programs, and we believe that your institution would provide her with the ideal learning environment.

Sarah has consistently performed well in her previous school and has a strong interest in science and literature. We are confident that she will contribute positively to your school's community. I have attached copies of her previous report cards and other required documents for your consideration.

I would appreciate it if you could kindly schedule an appointment or entrance interview at your earliest convenience. Thank you for your time and attention.

Sincerely,

[Your Full Name]

[Contact Number]

[Email Address]

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