

Request Letter for Admission Due to Relocation

Subject: Request for Admission After Family Relocation

Dear Sir/Madam,

I am writing to request the admission of my son, Omar Ali, to your school in Grade 4. Our family recently moved to this area, and we are seeking a reputable institution where our son can continue his education without interruption.

Omar has been a bright and active student, with particular strengths in mathematics and sports. After learning about your school's commitment to holistic education, we are eager for him to join your community.

Please find enclosed his transfer certificate, academic records, and other necessary documents. We would appreciate your kind consideration for his admission.

Yours faithfully,

[Parent's Name]

[Address]

[Phone Number]

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