Quick and Simple Request Message for Admission Information

Subject: Inquiry About School Admission Process

Dear Admissions Team,

I hope you are doing well. I am interested in enrolling my child in your school for the upcoming academic session. Could you please provide details regarding the admission process, fees, and required documents?

Thank you in advance for your assistance. I look forward to hearing from you soon.

Best regards,

[Your Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/request-letter-for-school-admission