

Requisition Letter For School Admission

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Principal's Name]

[School Name]

[School Address]

[City, State, Zip Code]

Subject: Request for School Admission

Dear [Principal's Name],

I hope this letter finds you in good health and high spirits. I am writing to formally request admission for my child, [Child's Full Name], into [Grade Level] at [School Name] for the upcoming academic year [Year].

I have researched various educational institutions in our area, and after careful consideration, I believe that [School Name] offers an exceptional learning environment that aligns perfectly with my child's educational needs and aspirations. The reputation of your school for fostering academic excellence, promoting character development, and nurturing a sense of community has deeply impressed me.

Allow me to provide some information about my child. [Child's Full Name] is a bright, enthusiastic, and inquisitive student, eager to explore and learn. Having attended [Previous School/Kindergarten], my child has demonstrated consistent dedication to studies and has achieved commendable results. Besides academic pursuits, [he/she] actively participates in extracurricular activities, such as [mention a few activities or interests], which has helped foster [his/her] social and interpersonal

skills.

I am confident that [Child's Full Name] will thrive in the supportive and stimulating environment that [School Name] provides. Your school's commitment to holistic development and emphasis on fostering critical thinking and creativity align perfectly with my child's educational goals.

Please find enclosed the necessary documents as part of the admission process, including:

1. Completed admission application form
2. Certified copies of [Child's Full Name]'s academic records from [Previous School/Kindergarten]
3. Birth certificate and passport-sized photographs
4. Residence proof
5. Any other documents as per the school's requirements

If there is any additional information or documentation required to complete the application process, kindly let me know, and I will promptly provide it.

I would be honored if my child could be considered for admission at [School Name]. I understand that admission is subject to availability and adherence to the school's admission policies. I assure you that we, as parents, are fully committed to supporting [Child's Full Name]'s academic journey and active involvement in school activities.

Thank you for considering our application. I eagerly anticipate a positive response from your esteemed institution. If necessary, I am available for an interview or any further discussions.

Once again, thank you for your time and consideration.

Sincerely,

[Your Name]

[Parent/Guardian]

[Your Email Address]

[Your Phone Number]