

Requisition Letter for Admission After Mid-Year Transfer

Subject: Mid-Year Admission Request for [Child's Name]

Dear Principal,

I am requesting admission for my child, [Child's Full Name], into [Class/Grade] as we recently moved to [City/Area]. My child was previously enrolled at [Previous School Name] and has maintained excellent academic standing.

We understand that this request is being made mid-academic year, but we hope there is availability for enrollment. Please find attached copies of previous academic reports for reference.

Thank you for your understanding and assistance.

Yours sincerely,

[Your Name]

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