

# Requisition Letter for School Admission from Guardian

Subject: Admission Request for Ward under Guardianship

Dear Principal,

I am the legal guardian of [Child's Full Name], and I am writing to request admission into [Class/Grade] for the upcoming school session. The child has recently come under my guardianship due to personal circumstances, and I want to ensure continuity in their education.

[Child's Name] has been a bright student with a keen interest in learning. I believe your school's reputation for discipline and academic excellence will provide the ideal learning environment for them.

Kindly guide me through the admission process and let me know of any documentation required to support this request.

Thank you for your consideration.

Sincerely,

[Guardian's Name]

[Contact Information]

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