

Requisition Email for School Admission Inquiry

Subject: Inquiry Regarding Admission for [Class/Grade]

Dear Admissions Officer,

I hope this message finds you well. I would like to inquire about the admission process for [Class/Grade] at your school for the upcoming academic session. My child, [Child's Full Name], is currently studying at [Current School Name] and we are interested in transferring them to your esteemed institution.

Could you please share the details regarding eligibility, application deadlines, and the necessary forms? We are eager to proceed promptly once we receive the information.

Thank you for your assistance.

Best regards,

[Your Full Name]

[Contact Information]

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