

Urgent Admission Application Email

Subject: Urgent Admission Request for [Child's Name]

Dear [Principal's Name],

I am writing to urgently request admission for my child, [Child's Name], in [Class/Grade]. Due to [reason for urgency, e.g., relocation or transfer], we would greatly appreciate a prompt response regarding available seats and admission requirements.

Thank you for your understanding and quick assistance.

Best regards,

[Your Name]

[Contact Information]

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