Full name of Sender,

Address with postal code,

USA

Date-

Name of School

Address with postal code,

USA,

Salutation (Dear sir/madam/ms.etc)

Letter Body-

Ref- With referent to your advertisement in US Times dated………page……

I have read your advertisement in US times dated 3/1/2011 regarding the admissions to your newly opened school in the City. I think the facility and the qualified staff of your school will perfectly match with our needs from a school which I want for my son who has just completed his nursery with handsome grades. We are looking to get him admitted in Jr. KG, being his school only up to nursery; he needs admission in other school. When I read your ad in the newspaper, I thought that your school would be the perfect choice for my son.

Therefore, I am looking to get him admitted in your school as soon as possible. Being not aware about the fees and admission procedure of your school, I have many questions in my mind. If you kindly send the admission form along with fee structure, then I shall be grateful to you. I have also inquired in many other schools.

Therefore, prompt response from your side will be better rewarded.

Thanking you,

Yours Obliged,

Name of sender

(ABC, father of the child seeking admission)