From,

Kevin Potter,

Brook’s residency,

Seattle.

To,

The principal,

New Model School,

Seattle.

Dear sir/madam,

I, Kevin Potter, am writing this letter to you for the purpose of seeking admission for my daughter. My daughter, June Potter, has been an excellent student and is perfectly suited for a school of your status. I have recently moved to this place and after all sorts of enquiries, I have zeroed on the fact that your institution will be the best school for my ward.

My daughter has passed the sixth grade with excellent numbers, the details of which I am enclosing along with this letter. Besides the academic studies, my daughter is an avid follower of sporting activities and will certainly make your institution proud in the sporting category as well. Moreover, she is blessed with good health. I assure you that she will wrap up the covered portion of the studies at the earliest. Hoping for my daughter becoming a part of your esteemed institution at the earliest,

Yours truly,

Kevin Potter.