From,

Mrs Cruz,

E-2, Bakers Street,

London

To,

Ms Jane,

Super Kids Elementary School,

London

Dear Ms Jane,

I, Mrs Cruz, am writing this letter as an application for the admission of my daughter, Tiara, in your elementary school. Tiara has completed 2 years of age in the last month and I wish that she gets started with her education life. The city is abuzz with the excellent elementary teaching which your school provides and hence, I am applying for the admission of my daughter; so that she gets the right kind of start to her educating life.

I would like to take this opportunity to make you aware of the fact that Tiara is a bright child and she apprehends meanings of several things swiftly. She has a creative side as well. And I am hopeful that your school would help me to explore her creative talent. I am expecting a favourable and quick response from your side. Submitting my child’s talent and future in safe and responsible hands,

Yours sincerely,

Mrs Cruz