Tim Collingwood,

101, Blue Street,

Los Angele County,

California-456987

USA

March11, 2011

To,

Admission Office,

Acalanes High School,

Acalanes Union High School District,  
Contra Costa County

1200 Pleasant Hill Rd.

California-94549

Dear Sir,

Sub-Application Letter Seeking Admission in the School

Application is hereby giving to you for taking admission in your school for the coming academic year 2011-12. With this letter I am also sending you clearly filled application form along with copy of my previous record. For your convenient I have also attached two recommendation letters, one from our school principal and other from my class teacher.

I hope that I would be able to get admission in your school, which is considered as one of the top schools in California. I have been applying in your school with the hope that I would be able to get better education from the school which will help me in building a good career. My previous success records would be able to persuade you in giving admission to me in your school. I am a bright student and I also take my study very seriously which may help me to get through your school as well. I would like to expect that you will allow me to be part of your well known education institution.

Thanking you,

Yours Sincerely,

Tim Collingwood