Name of Applicant

Physical Address with postal code,

Date of writing Letter

To,

Admission Office,

School Name,

Physical Address with postal code,

Salutation (Such as Dear sir/madam/miss/Mr. etc)

Body-

Sub- Application for admission in your school for my son.

I am writing this letter to you for the admission of my son in your school. My son is seeking admission in the 2nd standard for the academic year 2011-12. I have filled the application form of your school and attached to this letter as well. I have also attached the progress report of my son with this letter which will help you to inquire about the ability of my son.

My son has participated in most of the extra curriculum activities of his previous school and he has also won many awards for the better performance. Therefore, I can say that my son is not only scholar in study but also in the creativity and physical activity. I hope all these things will be able to persuade you in giving admission to my son in your reputed school of California.

I would like to receive early reply from your side so that I can go ahead with further procedure of admission in your school.

I hope you will give due consideration to my application.

Thanking you,

Yours Truly,

Name of sender