

Request Letter to Principal for Admission in School

From,
Joan Romero
666-4366 Lacinia Avenue
Idaho Falls Ohio 19253
(248) 675-4007

16-05-2014

To,
Keefe Sellers
JFHS Public School
347-7666 Iaculis St.
Woodruff SC 49854

Subject: (_____)

Dear Keefe Sellers,

My son Atharv Nair is currently studying in class V in Saraswati Sikhsha Niketan. As I have been transferred to a Gurgaon from Noida, we are planning to seek admission of Atharv to your school, Ryan International, in the coming academic session for class VI. Atharv is a bright student and has been performing quite consistently throughout. He is well prepared for an entrance exam and I am sure he will do well in class.

Please let me know the procedures of admission and whom we can contact for this process. I will be looking forward to your reply.

Thank you.

Yours Sincerely,
(Your Signature)

Keefe Sellers