

# **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**