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