

Request Letter to Principal for Admission in School

To,

Name,

Address

Date

Subject:

Dear Sir,

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 an 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 for your reply.

Thank you.

Sincerely,
Mohit Nair