

SPECIMEN REQUEST LETTER FOR ADMISSION-PREP ONWARDS

Date : _____

The Principal
St. Cecilia's Public School
F-Block, Vikaspuri
New Delhi-110018.

Sub : Request Letter for Admission in Class _____ for the session 2018-19.

Respected Madam,

I request you for admission of my son/daughter in your school for the session 2018-19, details are as follows :

1. Name of the student

2. Date of Birth (DD/MM/YYYY)

3. Present Class _____ Name of the School _____

4. Name of Brother/Sister Age School Attending/Attended/Class

_____ _____

_____ _____

5. Information About Parents for reference

	Father	Mother
Name		
Qualification		
Profession		
Annual Income		
Mobile No.		

I understand that this is just an informal request letter without any right or lien/claim for admission of my ward.

With kind regards,

(Signature)
Father/Mother
Address _____

E.Mail I D _____