

# 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 2019-20**

**Respected Madam,**

**I request you for admission of my son/daughter in your school for the session 2019-20, 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

	<b>Father</b>	<b>Mother</b>
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 \_\_\_\_\_