

## REQUEST LETTER FOR ADMISSION- CLASS XI 2018-19

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

**Sub.: Request Letter for Admission in Class-XI Stream \_\_\_\_\_**

**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 lein/claim for admission of my ward.

With kind regards,

(Signature)

Father/Mother

Address \_\_\_\_\_

\_\_\_\_\_

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**Encl : Please attach copy of Class X Marksheet (self attested).**

**Aggregate Percentage \_\_\_\_\_**