

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 2021-22.

Respected Madam,

I request you for admission of my son/daughter in your school for the session 2021-22, 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 ID: _____

Mobile No. _____

NOTE: Please attach the copy of following documents:

- Date of Birth Certificate
- Marksheet / Report Card (Half Yearly) of the current class.