REQUEST LETTER FOR ADMISSION-PREP ONWARDS: 2023-24

Date: _____

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

Sub : Request Letter for Admission in Class _____ for the session 2023-24.

Respected Madam,

I request you for admission of my son/daughter in your school for the session 2023-24, details are as follows :

1. Name of the student ……..……..….....

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

3. Present Class _____Name of the School _____

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

_____ ____ _____

_____ ____ _____

5. Information About Parents for reference:

	Father	**Mother**
Name		
Qualification		
Profession/Organization Name & Address		
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: Filling up of all columns; Mandatory
Please attach the self attested copy of all the documents

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