REQUEST LETTER FOR ADMISSION-ACADEMIC SESSION: 2027-28

Date: _____

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

Sub : Request Letter for Admission in Class _____ for the session 2027-28.

Respected Madam,

I request you for admission of my son/daughter in your school for the session 2027-28, details are as follows :

1. Name of the student ……..……..….....

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

3. Age as on 01.04.2027: ……Years……Months……..Days

4. Present Class _____Name of the School _____

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

_____ ____ _____

_____ ____ _____

6. Information About Parents for reference:

	Father	**Mother**
Name		
Qualification		
Profession/Organization Name & Address		
Designation		
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, only dully filled request letter will be accepted.
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.