

# REQUEST LETTER FOR ADMISSION-PREP ONWARDS-2022-23

Date: \_\_\_\_\_

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

**Sub : Request Letter for Admission in Class \_\_\_\_\_ for the session 2022-23.**

**Respected Madam,**

**I request you for admission of my son/daughter in your school for the session 2022-23, 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                      Age      School Attending/Attended/Class

\_\_\_\_\_

\_\_\_\_\_

5. Information About Parents for reference

	<b>Father</b>	<b>Mother</b>
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: Please attach the copy of following documents:**

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