

Request Letter For Admission In Primary School

From,
Riya Sharma
U-507, 3rd Street,
Canada,
tyubni@mail.com

Date: 3/5/2019

To,
Fungji Gyuiok
California, USA
666-555-3456

Dear Sir,

This is to state that my son, Matt Stuart is currently studying in UK and will be five years old by the end of this academic year. I am willing for his admission in class I in your school, once he completes his session.

My son is a decent student so far and his behaviour is pretty good. He takes efforts to learn new things and he is interested in sports as well. I consider your school with provide him enough scope to grow in future and get mentored by well qualified teachers.

I have attached his records of his nursery classes and my contact details with this letter. Please let me know when you can schedule his formal evaluation. Please contact me in case of any query.

Sincerely,

Riya Sharma
Contact Details

