

Parent Inquiry Letter Format for School Admission (Sample)

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

The Principal
[School Name]
[School Address]
[City, State, ZIP Code]

Subject: Inquiry Regarding Admission Process for [Class/Grade]

Dear Sir/Madam,

I am writing to inquire about the admission process for my child, **[Child's Name]**, who is interested in seeking admission to **[Class/Grade]** for the academic session **[Year/Session]** at your esteemed institution.

I kindly request information regarding the following:

- Eligibility criteria and age requirements for admission to [Class/Grade].
- Details of the admission procedure and important dates/deadlines.
- Documents required to complete the admission process.
- Information on the fee structure and any additional charges.
- Overview of available programs, extracurricular activities, and facilities provided by the school.

I would greatly appreciate if you could provide the above-mentioned details or share the relevant prospectus for our reference. If possible, kindly inform us about the process for scheduling a visit to the school campus.

Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,
[Your Name]