

Sample Inquiry Letter for High School Admission

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

Admission Office

[High School Name]
[High School Address]
[City, State, ZIP Code]

Subject: Inquiry Regarding High School Admission

Dear Sir/Madam,

I am writing to inquire about the admission process for the upcoming academic year at **[High School Name]**. I am interested in enrolling my **[son/daughter/ward]**, **[Child's Name]**, in your esteemed institution in **[Grade/Class]**.

I would appreciate it if you could provide me with the following information regarding the admission procedure:

- Eligibility criteria for admission to **[Grade/Class]**
- The timeline and important dates for the admission process
- Details of documents required at the time of application
- Information regarding the school's fee structure and any available scholarships
- Any entrance tests or interviews that applicants must attend

Kindly let me know if there is any other relevant information I should be aware of or specific steps I need to follow to ensure a smooth admission process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]