

# Admission Inquiry Letter Format for Private School

To,  
The Admissions Office,  
[School Name],  
[School Address],  
[City, State, ZIP Code]

Date: [DD/MM/YYYY]

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

Respected Sir/Madam,

I am writing to express my interest in seeking admission for my child, **[Child's Name]**, into **[Class/Grade]** at your esteemed institution for the academic year **[Year]**. I kindly request you to provide information regarding the admission process and the eligibility criteria.

It would be highly appreciated if you could share details on the following:

- Admission procedure and important dates
- Eligibility requirements for [Class/Grade]
- Fee structure and payment schedule
- Documents required for the application process
- Available programs and extracurricular activities
- Any entrance tests or interviews, if applicable

Kindly let me know if I can schedule a visit or meeting for further discussions. Please find my contact details below for any communication regarding this inquiry.

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

Sincerely,  
[Your Name]  
[Contact Number]  
[Email Address]  
[Home Address]