

Inquiry Letter for School Admission with Academic Details

From:

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

To:

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

Subject: Inquiry Regarding Admission Process and Academic Requirements

Dear Sir/Madam,

I am writing to inquire about the admission procedure for the academic year [Year] for my ward, [Child's Name], seeking admission to [Class/Grade] at [School Name].

Student Academic Details:

- Full Name: [Child's Name]
- Date of Birth: [DOB]
- Previous School: [Previous School Name]
- Last Class Attended: [Class/Grade]
- Grades/Percentage Obtained: [Grades/Percentage]
- Extracurricular Achievements: [Brief description, if any]

Kindly provide information regarding:

1. The eligibility criteria and age requirements.
2. The admission process and important dates.
3. Necessary documents to be submitted.
4. Any entrance tests or interviews, if applicable.
5. Fee structure and other relevant details.

I would appreciate it if you could share the above information at your earliest convenience. Please let me know if any documents or further details are required from our side.

Thank you for your time and assistance. I look forward to your prompt response and guidance in this regard.

Sincerely,

[Your Name]