

<<Your address>>

<<Date>>

<<School address>>

Dear Principal,

We are parents who are seeking a school with a rich and stimulating learning environment for our son/daughter XXX. Thus, XXX can achieve a balanced development in academic, moral, artistic and physical qualities. After having spoken to some of our friends, whose children are attending your school, (After having attended your school's open day and talk,) we are impressed by your school's educational philosophy, dedicated teaching staff, overall facilities and excellent track record. Therefore, we would like to apply on behalf of our son/daughter for admission into Primary One of your school in September 20XX.

XXX has been studying at ABC Kindergarten since 20XX. He/She gains a good knowledge foundation as well as developed his/her moral values. In addition, we have provided opportunities for XXX to better develop his/her other abilities and unleash his/her potential. He/She actively joins various extra-curricular activities such as XXX lessons, XXX and XXX. Moreover, he/she has participated in ABC events/competitions, thus building up her confidence.

We thank you for considering our application, and we look forward to hearing from you soon.

Yours sincerely,

<<Your signature >>

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Encl.: Application form

註：

- 底線上為自選字句
- XXX 是你的孩子的名字
- 20XX 是年份