

<<Your address>>

<<Date>>

<<School address>>

Dear Principal,

Re: Primary One Application of XXX (Application No. 123, Interview No. 123)

I am writing to sincerely request you reconsider the application to admit my son/daughter, XXX, for Primary One of your school in September 20XX.

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. We are impressed by your school's educational philosophy, dedicated teaching staff, overall facilities and excellent track record.

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 have enclosed copies of XXX's school reports, certificates and testimonials from the kindergarten and other organizations for your perusal. We will be pleased to provide you any information that you need and discuss with you XXX's overall development at any time convenient to you.

We thank you for reconsidering 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