

Unsolicited Application Letter Sample

Your address

Principal's name

School's name and address

[Date]

Dear Mr. / Ms. [Surname of Principal],

We would like to apply for our son's / daughter's admission to your school as a K2 student.

To move our apartment, a new and excellent school has to be found for our son / daughter. We are highly impressed by the well-rounded education programs and brilliant teachers of your school, which has a reputation for nurturing students to achieve both academic and moral excellence. Your school would be a first-rate environment for our son / daughter to develop as an all-round individual.

Our son / daughter [Name of Children] is previously educated at [Name of Kindergarten]. He / she performed consistently well in English, Chinese, as well as other subjects.

Besides the remarkable academic abilities of [Name of Children], my husband and I put special emphasis on his / her learning about the world and getting along with different people by allowing him / her to take part in various activities outside the school. For instance, he / she has recently attended the [Program / Service] organised by [Name of Organisation].

He / She is a lively boy / girl who loves reading very much, and, more importantly, has a strong sense of curiosity.

It is strongly believed that our son / daughter could receive the high-quality

education and happy school life that he / she deserves by being educated in your school.

We hope that you would consider our application for [Name of Children]. And, for a better understanding of our son's / daughter's potential, we have enclosed copies of the reference letter, as well as his / her awards, school reports and certificates for your perusal. Please feel free to reach me by phone (telephone number: 1234-5678) or by email (email address: abc@eparent.hk) should you require any further information.

Thank you for your consideration, and we look forward to your favorable reply.

Yours sincerely,

[Husband's Full Name] and [Wife's Full Name]