

You want your son to be admitted to grade 5 in a school but admissions have already been closed. Write a letter to the principal asking for a special permission to allow a late admission and tell academic performance about your ward.

Dear Sir or Madam

I am writing this epistle to seek your help in providing admission to my ward in grade five.

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I know that the new enrollments are over but consider a special case for me as I am a public servant and a single parent. Due to the urgent situation prevailing in the country I was not able to follow his admission in your school as I was deployed in the eastern zone and was not able to be in touch for any of the formalities with your school authorities. We always wanted to get admission in your school and my child has been very good in his academics. He is currently being home tutored by me and I have taken all his subjects. He has been a best performer in maths and even won a junior scientist award last year.

xx

I hope you would give ~~me~~ special consideration in this case as my child can prove to an asset for your school. This is the stage when he needs extra grooming and more exposure to the practical aspects of subjects which is personally not possible for me. ~~as~~ I am sending all his achievement certificates for you to see.

I hope you would not disappoint me.  
Thanks  
Tim Bennet