

# REQUEST LETTER FOR ADMISSION-ACADEMIC SESSION: 2025-26

Date: \_\_\_\_\_

**The Principal**  
**St. Cecilia's Public School**  
**F-Block, Vikaspuri**  
**New Delhi-110018.**

**Sub : Request Letter for Admission in Class \_\_\_\_\_ for the session 2025-26.**

**Respected Madam,**

**I request you for admission of my son/daughter in your school for the session 2025-26, details are as follows :**

1. Name of the student .....

2. Date of Birth (DD/MM/YYYY) .....Gender.....

3. Present Class \_\_\_\_\_Name of the School \_\_\_\_\_

4. Name of Brother/Sister(Real)	Age	School Attending/Attended/Class
_____	_____	_____
_____	_____	_____

5. Information About Parents for reference:

	<b>Father</b>	<b>Mother</b>
Name		
Qualification		
Profession/Organization Name & Address		
Designation		
Annual Income		
Mobile No.		

I understand that this is just an informal request letter without any right or lien/claim for admission of my ward.

With kind regards,

(Signature)  
Father/Mother  
Address: \_\_\_\_\_  
\_\_\_\_\_

E.Mail ID: \_\_\_\_\_

Mobile No. \_\_\_\_\_

**NOTE:** Filling up of all columns; Mandatory, only dully filled request letter will be accepted.  
Please attach the **self attested** copy of all the documents

- Date of Birth Certificate
- Marksheet / Report Card (Half Yearly/Mid Term) of the current class.