

Letter of Appeal for School Admission

The Principal,
Modern Public Academy,
Ap #130-1685 Ut Street
Tyler KS 73510

Date: 02-02-2005

Dear Sir,

My name is ABC, and I am employed with the Central Government's financial. I was recently transferred to this city. While making inquiries about a good school for my son, I was referred by almost everyone to your institution. So I approached your admission department. My son appeared for your entrance examination on DD/MM/YY and passed it with 95% marks. However, he was still denied admission. On meeting personally with the Admissions In-Charge Mr. K, I was informed that this was because the school session has already started. I tried to explain Mr. K and would also appeal to you to consider the fact that this situation arose because of my sudden transfer. Also, as his examination marks show, my son will quickly catch up with the curriculum.

Therefore, I request you to kindly consider this as a special case and allow him to be admitted to your school.

Thanks.

Best Regards
Ina Burt



Sample Parent Retention Appeal Letter

**United States. Congress. Senate.
Committee on Foreign Relations**

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