
Appeal Letter for Primary School Admission

Jane Doe

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October 25, 2024

Mr. John Smith

Springfield Primary School
456 Oak Avenue
Springfield, IL 62705

Dear Mr. Smith,

I am writing to formally request a reconsideration of the recent decision not to admit my son, Michael Doe, to Springfield Primary School for the 2024-2025 academic year. I received the notification dated October 10, 2024, that Michael was not granted admission, and I would like to appeal this decision.

Michael has shown a keen interest in science and math, areas in which Springfield Primary excels. Furthermore, our family has recently moved to 123 Maple Street, which is very close to the school, supporting our need for a nearby reputable educational institution.

Michael has been part of a junior science club in his previous school and has won several small community awards for his science projects. Additionally, our proximity to

Springfield Primary School would allow him to participate more fully in school activities, enhancing his educational experience.

I sincerely hope that you will reconsider Michael's application given our family's circumstances and his aspirations and potential. I am more than willing to meet in person or provide any additional information needed to support this appeal.

Thank you very much for taking the time to consider our appeal. We hope for a favorable reply and look forward to the possibility of Michael joining Springfield Primary School.

Sincerely,

Jane Doe

Enclosures:

Copy of Michael's Science Club Awards

Recommendation Letter from Previous Science Teacher