**To**

**[The principal]  
[ZBZ School]  
[Address -city STAT, Zip]**

**Subject: Thank you for help with the admission**

Dear Sir,

I am taking this opportunity to say thank you for the help you provided to us in fulfilling all the formalities during the admission process. My name is Johnson, and I am the father of Lee who has got admission to your school last week. Because I was a newcomer in this city, I was really confused and had no idea which school would be best for my children.

I came to know about your school on social media and during my visit to your school, I was very much impressed by your hospitality, loving and caring attitude towards children. I took the right decision for my children and chose your school for a better future for my children.

You have hired highly qualified teachers and imparted quality education. I feel satisfied after my children got admitted to your school. I will always be indebted to you because you admitted my children to your school at that time when no school was ready to admit them.

Due to differences in books and assessment systems, every school asked me to get my children’s grades converted to percentile from their parent educational institute. It was not possible for me due to the strict schedule of my job.

You realized my problem, did not put any compulsion on me, and helped me throughout the lengthy procedure of admission. I will always be indebted to you for this great favor.

Now, I am no more worried about my children because it has realized to me that their future is in the safe hands of great nation-builders who are being supervised by a dynamic and kindhearted leader. Thank you again for your unconditional help.

Yours sincerely.

[Your Name]  
[Address]