

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Principal's Name]
[School's Name]
[School's Address]

[City, State, Zip Code]

Dear [Principal's Name],

I am writing to formally request enrollment for my child, [Child's Name], in [Grade/Class/Program] at [School's Name] for the upcoming academic year.

[Briefly introduce your child and their interests or strengths. Mention any relevant background information or achievements.]

We believe that [School's Name] will provide a nurturing and challenging environment that aligns with our values and educational goals for [Child's Name].

Please find attached the necessary documents for the enrollment process, including [List any documents you are attaching, e.g., birth certificate, report cards, etc.].

Thank you for considering our application. We look forward to the opportunity for [Child's Name] to be part of your esteemed institution.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]