

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

[Daycare Center Name]
[Daycare Center Address]
[City, State, Zip Code]

Dear [Daycare Director's Name],

I am writing to formally request the enrollment of my child, [Child's Name], in your daycare program for the upcoming [specific term, e.g., "fall 2024"] session.

[Child's Name] is [age] years old and has shown a keen interest in participating in a structured environment that promotes social interaction and learning through play. After researching various daycare options, I believe that [Daycare Center Name] aligns perfectly with our family's educational goals and values.

Please find attached the required documents for enrollment, including [list any attached documents, e.g., "birth certificate, immunization records, and completed enrollment forms"].

I would appreciate the opportunity to discuss this further and learn about any available spots, as well as the enrollment process.

Thank you for considering my application. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]