

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

[Date]  
[Recipient Name]  
[Title]  
[D.C. Public Schools]  
[School Address]  
[City, State, Zip Code]

Dear [Recipient Name],

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

[Optional: Briefly introduce your child and their current school situation, including any relevant achievements or interests.]

We believe that [School Name] would provide an excellent educational environment for [Child's Name] due to [specific reasons related to the school's programs, values, or reputation].

Please let me know the necessary steps to complete the enrollment process. I have attached the required documents for your reference. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]