

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[School/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the dual language program at [School/Organization Name] for my child, [Child's Name]. We believe that this program will provide [him/her/them] with invaluable language skills and cultural experiences.

[Child's Name] is currently [age or grade], and we are eager for [him/her/them] to thrive in a diverse and bilingual learning environment. Our family values multiculturalism and believes in the benefits of bilingual education for cognitive and social development.

Please find attached the necessary documents for the application process. We appreciate your consideration and look forward to the opportunity for [Child's Name] to be part of this enriching program.

Thank you for your time.

Sincerely,
[Your Name]