

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title/Position]
[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], who is currently in [Current Grade/Level].

[Paragraph 1: Introduce your child, highlight any relevant background information, and explain why you are seeking a dual language program.]

[Paragraph 2: Discuss your beliefs about the benefits of bilingual education and how you believe it will impact your child's future.]

[Paragraph 3: Mention any previous experiences with language acquisition or dual language programs (if applicable) and your family's commitment to supporting this program.]

[Paragraph 4: Conclude with your hope for enrollment, willingness to support the program, and your appreciation for their consideration.]

Thank you for considering our application. We are excited about the possibility of [Child's Name] joining the dual language program and look forward to your positive response.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]