

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

Dear [Recipient's Name],

I am writing to express my interest in the dual language program offered at [Organization/School Name]. My child, [Child's Name], is currently in [Current Grade/Level] and has shown a keen interest in becoming bilingual.

We believe that participation in your dual language program will not only enhance their academic experience but also provide invaluable skills for their future. [Child's Name] has been exposed to [mention any relevant language or cultural experiences] and demonstrates a strong willingness to learn in both [Language 1] and [Language 2].

We appreciate the unique curriculum and immersive approach of your program, and we are enthusiastic about the opportunity for [Child's Name] to become proficient in both languages while developing a deeper understanding of diverse cultures.

Please find attached any necessary documents required for the application process. We are looking forward to the possibility of contributing positively to the [Organization/School Name] community.

Thank you for considering our application. Please feel free to contact me at [Phone Number] or [Email Address] for any further information.

Sincerely,  
[Your Name]