

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

Dear [Principal's Name or Enrollment Office],

Subject: Enrollment Application for [Child's Name]

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

[Child's Name] is currently [Child's Age or Grade Level] and shows great enthusiasm for [mention any relevant interests or strengths]. We believe that [School's Name] will provide an excellent environment for [his/her/their] academic and personal development.

Enclosed with this letter are the required documents for enrollment, including:

1. Completed enrollment application form
2. Copy of [Child's Name]'s birth certificate
3. Proof of residency
4. [Any other required documents]

Please let me know if there are any additional steps we need to take to complete the enrollment process. We look forward to the opportunity for [Child's Name] to join your school community.

Thank you for considering our application.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]