

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

Dear [Principal's Name or Admissions Office],
I hope this letter finds you well. I am writing to formally request the enrollment of my child, [Child's Name], into [Grade/Class] for the [Academic Year/Term].

[Briefly explain your reasons for choosing this school, any relevant background, and any special circumstances if applicable.]

Please find attached the necessary documents for enrollment, including [list any documents you are attaching, e.g. birth certificate, previous school records, etc.].

Thank you for considering this request. I look forward to your positive response.

Sincerely,

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