

[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],

I am writing to formally enroll my child, [Child's Name], in [Grade/Class Name] at [School Name] for the [Academic Year/Term].

[Child's Name] is [age] years old and has shown a keen interest in [subject/activities], and I believe that [School Name] would provide the ideal environment for [his/her/their] growth and education.

Please find attached the necessary documents for enrollment, including [list any documents you are including, such as birth certificate, proof of residence, vaccination records, etc.].

I would appreciate any additional information regarding the enrollment process and any orientation programs for new students. If possible, I would also like to schedule a meeting to discuss [Child's Name]'s enrollment further.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]