

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

[Principal's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Principal's Name],

I hope this letter finds you well. I am writing to formally request the enrollment of my child, [Child's Name], in [Grade/Class Name] for the upcoming school year.

[Child's Name] was born on [Date of Birth] and has shown a keen interest in [mention any relevant skills or interests]. We believe that [School's Name] is the perfect fit to foster their academic and personal growth.

Please let me know if you require any further information or documentation to support this enrollment request. I look forward to your positive response.

Thank you for your time and consideration.

Sincerely,
[Your Name]