

[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], for the [Grade/Class Name] for the upcoming school year.

[Child's Name] is [Child's Age] years old and has shown great interest in attending [School's Name] due to its [mention any specific programs, values, or reputation of the school]. We believe that this environment will provide the best educational experience for [him/her/them].

Please find attached the necessary documents required for enrollment, including [list any attached documents such as birth certificate, previous school records, vaccination records, etc.].

I would appreciate any guidance regarding the next steps in the enrollment process and any upcoming information sessions. Thank you for your attention to this matter, and I look forward to your response.

Sincerely,  
[Your Name]