

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

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

Dear [Principal's Name],

I am writing to formally request the enrollment of my child, [Child's Name], in [Grade/Year] at [School Name] for the upcoming academic year.

[Briefly introduce your child and mention any relevant background information, such as achievements or interests.]

We believe that [School Name] is the perfect environment for [Child's Name] to grow academically and socially.

Please find the required documents attached for your review. I would appreciate it if we could discuss this enrollment further.

Thank you for considering our request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]