

[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],

Subject: Enrollment of [Child'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] at [School Name] for the [school year/term].

[Child's Name] was born on [Date of Birth] and has previously attended [mention any preschool or previous school, if applicable]. We believe that [School Name] would be an excellent fit for [his/her] educational journey due to [mention any specific reasons, programs, or values of the school that attract you].

Attached to this letter are the necessary documents for enrollment, including [list the documents, e.g., birth certificate, vaccination records, previous school records].

Thank you for considering our application. We look forward to the possibility of [Child's Name] joining your school community. Please let us know if there are any further steps we need to undertake.

Warm regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]