

[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 am writing to formally apply for the enrollment of my child, [Child's Name], at [School's Name] for the [specify grade or program] for the [school year].

[Provide a brief introduction about your child, including any relevant information such as strengths, interests, or previous schooling.]

We believe that [School's Name] will provide an excellent environment for [Child's Name]'s education and personal development based on [reason why you are interested in this school, such as academic programs, extracurricular activities, values, etc.].

Please find attached the required documents for the enrollment process, including [list any documents you are including, such as transcripts, birth certificate, proof of residency, etc.].

Thank you for considering our application. We look forward to the opportunity to discuss [Child's Name]'s enrollment further.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]