

[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] at [School's Name] for the upcoming academic year.

[Child's Name] has previously attended [Previous School's Name] and we believe that [School's Name] would provide a nurturing and enriching environment that aligns with our educational goals.

We are particularly impressed by [mention any specific programs, values, or extracurricular activities of the school that you appreciate].

Please let us know the necessary steps to complete the enrollment process, including any required documentation. We are eager to make this transition as smooth as possible.

Thank you for considering our request. We look forward to your response.

Sincerely,
[Your Name]