

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

[Recipient Name]
[Recipient Title]
[School Name]
[School Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to express my interest in applying for dual enrollment at [School Name] for the [upcoming academic term/year].

[Briefly introduce yourself, including your current school and grade level, and your academic interests.]

I am particularly drawn to the dual enrollment program because [explain why you want to participate in dual enrollment, including specific subjects or goals you have in mind].

[Include any relevant academic achievements, extracurricular activities, or experiences that support your application.]

I believe that participating in the dual enrollment program will provide me with [explain the benefits you expect to gain, both academically and personally].

Thank you for considering my application. I look forward to the opportunity to discuss my interest in further detail.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]