

[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 or Enrollment Officer'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/Program Name] at [School Name] for the upcoming academic year.

[Briefly explain why you want to enroll your child in this school, mentioning any specific programs, values, or curriculum that attracted you.]

[Child's Name] was born on [Date of Birth] and has previously attended [Previous School/Program, if applicable]. We believe that [School Name] will provide an excellent environment for [his/her/their] growth and development.

Please let us know the next steps in the enrollment process and if there are any documents or information you require from us. We look forward to your positive response.

Thank you for considering our request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]