

[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 enrollment for my child, [Child's Name], for the [specific grade/academic year] at [School's Name].

[Child's Name] is currently attending [Current School Name] and has demonstrated a strong passion for [subjects/interests]. We believe that [School's Name] will provide an excellent educational environment that aligns with [his/her/their] interests and aspirations.

Enclosed with this letter are the necessary documents, including [list documents such as birth certificate, report cards, etc.]. We would appreciate the opportunity to discuss this application and any further steps needed.

Thank you for considering our application. I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]