

[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 Admissions Office],

I hope this letter finds you well. I am writing to express my desire to enroll my child, [Child's Name], in [Grade/Program] at [School Name] for the upcoming academic year.

[Child's Name] is [Age] years old and has demonstrated a keen interest in [mention any relevant interests or skills]. We believe that [School Name] offers the ideal environment and resources to support [his/her] educational and personal growth.

Please let me know the enrollment process and any documents you may require. We look forward to the opportunity to become a part of the [School Name] community.

Thank you for considering our request.

Sincerely,  
[Your Name]