

[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 message finds you well. I am writing to formally notify you
of my child's enrollment status for the upcoming school year.

Child's Name: [Child's Full Name]

Grade Level: [Grade]

Enrollment Status: [Enrolled/Withdrawn/Transferring]

If applicable, please let me know if there are any additional steps I
need to complete as part of this process.

Thank you for your attention to this matter. We appreciate your support
and look forward to the upcoming school year.

Sincerely,

[Your Name]

[Your Relationship to the Student]