

[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],

I hope this letter finds you well. I am writing to formally request information regarding the enrollment procedures for [Child's Full Name], who is looking to join [Grade/Class Name] at [School Name] for the [Upcoming School Year] academic year.

We are particularly interested in understanding the necessary documentation required, important deadlines to be aware of, and any assessments that may be part of the enrollment process. Additionally, we would appreciate any information on orientation sessions or opportunities to visit the school.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]
[Your Relationship to the Child]
[Additional Contact Information]