

[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], in [Grade/Class] at [School's Name] for the [academic year/term]. [Child's Name] is [age] years old and has [briefly describe any relevant educational background, achievements, or special interests]. We believe that [School's Name] is the ideal environment for [him/her/them] to grow academically and socially.

We are particularly impressed by [mention any specific programs, values, or aspects of the school that attract you].

Enclosed with this letter are [list any documents you are including, such as application forms, copies of previous school records, recommendation letters, etc.].

Thank you for considering our application. We look forward to the possibility of joining the [School's Name] community.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]