

[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 inquire about the enrollment process for [specific grade or program] at [School Name] for the upcoming academic year, [year].

I would appreciate any information regarding application deadlines, required documentation, and whether there are any entrance assessments. Additionally, I am interested in learning more about the school's curriculum, extracurricular activities, and overall student environment. Thank you for your assistance. I look forward to your prompt response.

Sincerely,
[Your Name]