

[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 request the enrollment of my child, [Child's Name], in [Grade/Class/Program] for the [Academic Year/School Year]. [Child's Name] is currently [current grade/age] and has been attending [current school/educational institution]. We believe that [School's Name] offers an excellent educational environment that aligns with our values and aspirations for [Child's Name]'s academic growth.

We are particularly impressed with [mention any specific programs, values, or qualities of the school], and we are confident that [Child's Name] would thrive in such an environment.

Please let us know what steps we need to take for the enrollment process. We are looking forward to the opportunity for [Child's Name] to become a part of your esteemed institution.

Thank you for considering our request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]