

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Title]

Jefferson County Public Schools
[School or District Office Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my intent to enroll my child, [Child's Name], in Jefferson County Public Schools for the upcoming academic year. We believe that JCPS offers a nurturing and challenging environment that aligns with our educational values and goals.

[Provide a brief background about your child and your reasons for choosing JCPS. Include any specific programs or schools you are interested in.]

We would appreciate any guidance or information regarding the enrollment process and requirements. Thank you for considering our application. We look forward to becoming a part of the JCPS community.

Sincerely,
[Your Name]