

[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 hope this letter finds you well. I am writing to express my interest in enrolling my child, [Child's Name], in [Grade/Class] at [School's Name] for the upcoming academic year.

[Briefly mention any previous schooling experience or relevant details about your child].

We believe that [School's Name] will provide an excellent environment for [Child's Name] to grow academically and socially.

Please let us know the necessary steps to proceed with the enrollment process.

Thank you for considering our application. I look forward to your positive response.

Sincerely,  
[Your Name]