

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[School Principal's Name]
[JK School's Name]
[School 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 [specific grade or program] at JK School for the upcoming academic year.

[Child's Name] is [brief description of your child, including age, interests, and strengths]. We believe that JK School's excellent educational environment and commitment to [mention any specific values or programs of the school] would greatly benefit [him/her/them].

We would appreciate the opportunity to discuss this further and understand the admission process. Thank you for considering our application. We look forward to your positive response.

Warm regards,

[Your Name]

[Your Signature (if sending a hard copy)]