

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Principal's Name]
[School Name]
[School Address]
[City, State, ZIP Code]

Dear [Principal's Name],

I hope this letter finds you well. I am writing to inquire about the admission process for [Child's Name] for the upcoming academic year at [School Name]. We are particularly interested in understanding the requirements, deadlines, and any other pertinent information regarding enrollment.

[You may include any specific questions or points of interest here, such as curriculum details, extracurricular activities, or scholarship opportunities.]

Thank you for your assistance. We look forward to your prompt response.

Sincerely,

[Your Name]