

[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 formally request admission for my child, [Child's Name], into the Kindergarten/1st Grade at [School's Name] for the [upcoming school year/next academic term].

[Provide a brief introduction of your child and any relevant background information.]

We have thoroughly researched various schools in the area, and we are particularly impressed with the educational approach and community at [School's Name]. [Include specific reasons why you believe this school is a good fit for your child.]

I would be grateful if you could provide us with the necessary information regarding the admission process, important dates, and any required documentation.

Thank you for considering our request. We look forward to the possibility of joining [School's Name] community.

Sincerely,
[Your Name]