

[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 formally register my child, [Child's Name], for Junior High School at [School Name] for the upcoming academic year [Year].

[Child's Name] is currently in [Current Grade or School] and has shown great enthusiasm for continuing their education. We believe that [School Name] offers an excellent environment for academic and personal growth. Please find enclosed the necessary documents required for registration, including:

1. A copy of [Child's Name]'s birth certificate
2. Immunization records
3. Previous school transcripts
4. Proof of residence

We appreciate your assistance with the registration process and look forward to being part of the [School Name] community. If you need any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]