

[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. My name is [Your Name], and I am writing to express my interest in enrolling my child, [Child's Name], in [School's Name] for the upcoming academic year.

[Child's Name] is currently a student at [Current School's Name], where he/she/they has demonstrated a strong commitment to academics and extracurricular activities, particularly in [mention any relevant subjects, sports, or interests].

We are particularly impressed by [specific programs, values, or achievements of the school that resonate with you], and we believe that [School's Name] would provide an excellent environment for [Child's Name] to thrive both academically and socially.

We would appreciate the opportunity to discuss the admission process and any other necessary details at your earliest convenience. Thank you for considering our application, and we look forward to your response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]