

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[School Administrator's Name]
[JK School Name]
[School Address]
[City, State, Zip Code]

Dear [School Administrator's Name],
I hope this letter finds you well. I am writing to inquire about the admission process for my child, [Child's Name], for the upcoming academic year. We are particularly interested in the JK program and would like to learn more about the curriculum, application timelines, and any assessments involved in the admission process.

Additionally, if there are any informational sessions or open house events scheduled, we would appreciate the opportunity to attend. Thank you for your assistance. I look forward to your prompt response.

Warm regards,
[Your Name]