

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Admissions Committee
JK School

[School Address]
[City, State, Zip Code]

Dear Admissions Committee,

I am writing to express my interest in enrolling my child, [Child's Name], in [Grade/Program] at JK School for the upcoming academic year. [Paragraph about your child's strengths, interests, and any relevant achievements.]

We believe that JK School's [specific program or aspect of the school] aligns perfectly with our child's aspirations and would provide an enriching environment for their growth.

Thank you for considering our application. We look forward to the opportunity to discuss this further.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]