

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

Admissions Office

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

Dear Admissions Committee,

I am writing to formally apply for admission for my child, [Child's Name], to the Junior Kindergarten program at [School Name] for the [academic year]. After researching several schools, we believe that [School Name] aligns perfectly with our educational philosophy and values.

[Child's Name] is [age] years old and has shown a keen interest in [describe any relevant interests or activities]. We are confident that the nurturing environment and comprehensive curriculum at [School Name] will help foster their love for learning.

We appreciate your consideration of our application and are eager for [Child's Name] to be a part of the [School Name] community. Please find attached the required documents, including [list any attached documents, e.g., application form, birth certificate, etc.].

Thank you for your time. We look forward to the opportunity for [Child's Name] to thrive at [School Name].

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]