

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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. I am writing to formally express my interest in enrolling my child, [Child's Name], in the Junior Kindergarten program at [School's Name] for the upcoming academic year. [Child's Name] was born on [Child's Date of Birth] and has shown a strong desire to learn and explore the world around them. We believe that [School's Name] provides an excellent environment that would further nurture [his/her/their] curiosity and creativity.

We are particularly impressed with [mention any specific programs, values, or teaching approaches of the school]. We are confident that [Child's Name] would thrive in such an enriching setting.

If you require any additional information or documentation for the application process, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering our application. We look forward to the opportunity for [Child's Name] to join the [School's Name] community.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]