

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

[Recipient's Name]  
[Preschool's Name]  
[Preschool's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in enrolling my child, [Child's Name], in the JK program at [Preschool's Name] for the upcoming academic year. We are excited about the opportunity for [Child's Name] to grow and learn in such a nurturing and vibrant environment.

[Child's Name] is [age] years old and has shown a keen interest in [mention any specific interests, skills, or experiences that relate to preschool]. We believe that your curriculum aligns perfectly with our educational goals for [him/her/them].

We would appreciate any additional information regarding the admission process, including the required forms and deadlines. Please let us know if there is an opportunity for a campus visit or a meeting where we can learn more about your program.

Thank you for considering our application. We look forward to the possibility of becoming part of the [Preschool's Name] community.

Sincerely,

[Your Name]

[Your Signature, if sending a hard copy]