

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

Admissions Office
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 JK School for the [Grade/Class Name] for the academic year [Year].

[Child's Name] is [age] years old and has shown a keen interest in [mention any relevant skills or interests, e.g., reading, mathematics, or extracurricular activities]. We believe that JK School's nurturing environment and strong academic curriculum will be the perfect setting for [his/her/their] continued growth and development.

We would appreciate any information regarding the admission process, important dates, and any required documents. We are looking forward to the opportunity to discuss [Child's Name]'s application further.

Thank you for considering our application. We hope to hear from you soon.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]