

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

Admissions Office

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

Dear Admissions Committee,

I am writing to formally request enrollment for my child, [Child's Name], for the upcoming academic year at [JK School Name]. We are excited about the opportunity for [Child's Name] to be part of your esteemed institution, known for its commitment to providing quality education and fostering a nurturing environment.

[Child's Name] will be [age] years old by [date of enrollment], and we believe that the curriculum and values of [JK School Name] align perfectly with our educational goals for him/her.

Please find enclosed the necessary documents, including [list any required documents such as birth certificate, previous school records, etc.]. We are eager to discuss any further information needed to complete the enrollment process.

Thank you for considering our application. We look forward to the possibility of [Child's Name] joining your school community.

Sincerely,

[Your Name]

[Your Signature, if sending a hard copy]