

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

[Principal's Name]

JK School

[School Address]

[City, State, Zip Code]

Dear [Principal's Name],

I hope this letter finds you well. I am writing to express my interest in enrolling my child, [Child's Name], in the extracurricular activities offered at JK School for the upcoming school year.

[Child's Name] is particularly interested in [specific activity], and I believe that participating in this program will enhance their skills and provide them with valuable experiences outside the classroom.

I would appreciate any information regarding registration, schedules, and any requirements we need to fulfill to make this possible.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Warm regards,

[Your Name]

[Your Phone Number]