

[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 Office,

I hope this message finds you well. I am writing to inquire about the enrollment process for JK School for the upcoming academic year. We are particularly interested in [specific grade/subject/program] for my child, [Child's Name].

Could you please provide information regarding the application deadlines, admissions criteria, and any pertinent details about the school's curriculum and extracurricular activities? Additionally, we would appreciate the opportunity to schedule a tour of the school and meet with a member of the admissions team.

Thank you for your assistance. I look forward to your prompt response.

Warm regards,

[Your Name]

[Your Signature (if sending a hard copy)]