

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Principal's Name]
[School Name]
[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 [specific grade or program, e.g., 6th grade] at [School Name] for the upcoming academic year.

[Brief paragraph about your child's interests, strengths, and any relevant achievements or experiences that make them a good fit for the school.]

We have researched various schools, and we believe that [School Name] provides an environment that fosters [mention specific values, programs, or aspects of the school that appeal to you].

I would appreciate the opportunity to discuss this further and learn more about the admission process. Thank you for considering our application.

Sincerely,

[Your Name]