

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Principal's Name]
[School's Name]
[School's 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 [School's Name] for the upcoming academic year. We believe that your school's strong emphasis on [specific program or value] would greatly benefit [Child's Name]'s education and personal growth.

[Child's Name] is currently in [Current Grade/Class] at [Current School Name], where they have demonstrated [mention specific achievements or characteristics]. I am confident that the nurturing environment at [School's Name] would help them thrive academically and socially. I would appreciate the opportunity to discuss the admission process further and learn more about your school's programs. Thank you for considering our application.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]