

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

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

Dear [Principal's Name],

I am writing to formally enroll my child, [Child's Full Name], in [Grade/Program Name] at [School Name] for the upcoming academic year 2023-2024.

[Child's Full Name] was born on [Child's Date of Birth] and has previously attended [Previous School/Program Name, if applicable]. We believe that [School Name] will provide the ideal environment for [Child's First Name]'s academic and personal growth.

Please find the necessary documents attached for the enrollment process:

1. Birth Certificate
2. Immunization Records
3. Previous School Records
4. [Any other required documents]

We appreciate your assistance in processing this enrollment and look forward to being part of the [School Name] community.

Thank you for your attention.

Sincerely,

[Your Name]
[Your Relationship to the Child]