

[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 am writing to formally request the admission of my child, [Child's Name], into the Kindergarten program at [School's Name] for the academic year [Year].

[Child's Name] was born on [Date of Birth] and will be [age] by the time of enrollment. We believe that [School's Name] is an ideal fit for our child, given its excellent reputation and commitment to fostering a nurturing and stimulating learning environment.

We would greatly appreciate the opportunity to discuss this further and to understand the admission process. Thank you for considering our request.

Sincerely,
[Your Name]