

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

[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 formally enroll my child, [Child's Full Name], in the kindergarten program at [School's Name] for the upcoming school year, [School Year (e.g., 2024-2025)]. [Child's Full Name] was born on [Child's Date of Birth] and will be [age] years old by the start of the school year. We believe that [School's Name] will provide a nurturing, educational environment that aligns with our values and will be beneficial for [Child's Name]'s development. Attached to this letter, please find the necessary documents for enrollment, including:

- Copy of [Child's Name]'s birth certificate
- Proof of residency
- Immunization records
- Any other required documents

Please let us know if there are additional forms or information needed to complete the enrollment process. We are looking forward to joining the [School's Name] community and are excited for [Child's Name]'s first year of school.

Thank you for your assistance.

Sincerely,

[Your Name]
[Signature (if sending a hard copy)]