

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

Dear [Director's Name or Admissions Committee],

I am writing to express my interest in enrolling my child, [Child's Name], in [Preschool Name] for the [year/term]. We believe that your program aligns perfectly with our educational values and our child's developmental needs.

[Briefly introduce your child and highlight their interests or unique qualities.]

We are particularly drawn to [mention specific programs, philosophies, or features of the preschool that appeal to you]. We believe that this environment will foster [child's name]'s growth and love for learning. Please let us know the next steps in the application process or if we can provide any additional information. Thank you for considering our application. We look forward to the possibility of [Child's Name] becoming a part of your school community.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]