

[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 or Admission Committee],  
I am writing to express my interest in enrolling my child, [Child's Name], in kindergarten at [School Name] for the [upcoming school year]. [Child's Name] is [age] years old and has shown a great enthusiasm for learning and social interaction. We believe that [School Name] provides the nurturing environment and educational foundation necessary for [his/her] growth and development.

We would appreciate any information regarding the admission process and any necessary documentation we need to prepare.

Thank you for considering our application. We look forward to the opportunity for [Child's Name] to become part of the [School Name] community.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]