

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Kindergarten Name]
[School Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to apply for admission to [Kindergarten Name] for my child, [Child's Name], for the upcoming school year. We believe your institution aligns perfectly with our educational goals and values.

[Child's Name] is [age] years old and has shown a keen interest in learning, particularly in [mention any particular skills or interests]. We believe that your nurturing environment will help him/her thrive and develop essential social and academic skills.

We are particularly drawn to [mention any specific programs, features, or values of the school that appeal to you]. We believe that these qualities will provide [Child's Name] with a solid foundation for lifelong learning.

Enclosed are the required documents for admission. We would appreciate the opportunity to visit the school and discuss how [Child's Name] can contribute to and benefit from your preschool community.

Thank you for considering our application. We look forward to hearing from you soon.

Sincerely,
[Your Name]