

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Admission Office]
[School Name]
[School Address]
[City, State, Zip Code]

Dear [Admission Officer's Name],

I hope this letter finds you well. I am writing to formally request admission for my child, [Child's Name], to the Kindergarten program at [School Name] for the [upcoming academic year/starting date].

[Child's Name] is [age] years old and has demonstrated a keen interest in learning and social interaction. We believe that [School Name]'s nurturing environment and commitment to academic excellence will be the perfect fit for [him/her].

We kindly request an opportunity for [Child's Name] to be considered for admission. I would be grateful if you could provide information regarding the admission process and any necessary documents required.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]