

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

[Principal's Name]
[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 express my interest in enrolling my child, [Child's Name], in the kindergarten program at [School's Name] for the [upcoming school year/year].

[Child's Name] is [age] years old and has shown a keen interest in learning and socializing with peers. We believe that [School's Name] provides the nurturing environment and educational foundation that will help [him/her/them] thrive.

We have visited the school and were impressed by the [mention any specific programs or features you liked]. We feel that this setting will encourage [Child's Name]'s growth and developmental skills.

I have enclosed the necessary documents for your review, and I would greatly appreciate the opportunity to meet with you to discuss the admission process and any other requirements.

Thank you for considering our application. We look forward to the possibility of joining the [School's Name] community.

Warm regards,

[Your Name]
[Your Contact Number]