

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

[Principal's Name]
[Nursery School Name]
[School Address]
[City, State, ZIP Code]

Dear [Principal's Name],

I am writing to formally apply for admission for my child, [Child's Name], to [Nursery School Name] for the academic year [Year/Year].

[Child's Name] was born on [Birth Date] and is currently [Age] years old.

We believe that [he/she/they] will greatly benefit from the nurturing environment and educational programs offered at your esteemed school.

We are particularly impressed by [mention any specific programs, values, or characteristics of the school that appeal to you].

Please find attached the required documents along with this letter, including [list any documents you are including, e.g. birth certificate, previous school records, etc.].

We appreciate your consideration of our application and look forward to the possibility of [Child's Name] joining [Nursery School Name].

Thank you for your time.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]