

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[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 formally request the admission of my child, [Child's Name], into the kindergarten program at [School's Name] for the upcoming academic year.

[Child's Name] is currently [age] years old and will be [age] years old by the start of the school year. [He/She/They] is an enthusiastic child who loves to explore and learn, and I believe that [School's Name] would provide an excellent environment for [him/her/them] to grow.

We are particularly impressed by [mention any specific programs, values, or achievements of the school] and feel that these align with our educational goals for [Child's Name].

Please let me know if there are any forms or additional information needed for the admission process. I look forward to the opportunity to discuss [Child's Name]'s admission further.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]