

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

[Principal's Name]
[School Name]
[School 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 Name] for the [upcoming school year, e.g., 2024-2025 school year].

[Child's Name] was born on [Child's Birth Date] and is eager to start their educational journey in a nurturing and engaging environment like that of your school. We believe that [School Name] offers the ideal atmosphere for [his/her/their] growth and development.

We have heard wonderful things about the curriculum and the dedicated staff, and we are particularly impressed with [mention any specific programs or values of the school]. We would be grateful for the opportunity for [Child's Name] to be a part of your kindergarten class.

Please let us know if there are any forms or documents you need us to complete as part of the admission process. We look forward to your positive response and hope to meet with you to discuss this further.

Thank you for considering our admission request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]