

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[School Name]  
[School Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Introduction: State the purpose of your letter, such as introducing yourself, inquiring about the kindergarten program, or discussing your child's enrollment.]  
[Body Paragraph: Provide more details or specific questions related to the kindergarten program, your child's readiness, or any concerns you may have.]  
[Closing Paragraph: Express your appreciation for their time and assistance, and indicate you look forward to their response.]  
Sincerely,  
[Your Name]  
[Your Signature (if sending a hard copy)]