

[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 follow up on my child's application for kindergarten at [School's Name] for the upcoming school year.

We submitted the application on [date of application submission], and I wanted to check on the status of our application and inquire about any next steps in the admission process.

We are very excited about the possibility of [Child's Name] joining your school and believe that [he/she/they] would thrive in your nurturing environment.

Thank you for your time and assistance. I look forward to your response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]