

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

Dear [Principal's Name or Admissions Office],
I hope this letter finds you well. I am writing to inquire about the admission process for the kindergarten program at [School Name] for the upcoming academic year.

My child, [Child's Name], will be [age] by [specific date], and we are eager to explore the educational opportunities your school offers. We have heard wonderful things about the curriculum and the nurturing environment at [School Name].

Could you please provide information regarding the following:

1. Admission requirements and deadlines
2. Enrollment process
3. Tuition and fees
4. Opportunities for parent involvement

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

Sincerely,
[Your Name]