

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

Dear [Admissions Committee/Principal's Name],

I am writing to formally apply for the admission of my child, [Child's Name], to the kindergarten program for the [2023-2024] academic year at [School Name]. We believe that your school's nurturing environment and engaging curriculum will greatly benefit [Child's Name] as they embark on this important educational journey.

[Child's Name] was born on [Child's Birth Date] and is currently [Child's Age] years old. [He/She/They] loves [mention a few activities or interests of the child, e.g., reading, playing outside, arts and crafts]. We feel that kindergarten will be an exciting opportunity for [him/her/them] to explore new interests and develop social skills.

We have included the necessary documents requested in your admission guidelines, including [list required documents, e.g., birth certificate, proof of residency, vaccination records].

Thank you for considering [Child's Name] for admission. We are enthusiastic about the possibility of joining the [School Name] community and look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]