

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to express my interest in enrolling my child, [Child's Name], in your kindergarten program for the upcoming school year. We are excited about the opportunity for [Child's Name] to join a nurturing and enriching environment at [School Name].

To facilitate the enrollment process, I would like to request an interview appointment. We are eager to learn more about your curriculum, values, and how you support young learners in their early development. Please let us know your available times for the interview. We are flexible and can adjust to a time that works best for you.

Thank you for considering our request. We look forward to the opportunity to meet with you.

Sincerely,
[Your Name]