

[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 Registration Office],
I hope this letter finds you well. I am writing to formally register my child, [Child's Full Name], for kindergarten at [School Name] for the upcoming school year, [Year].

[Child's Full Name] was born on [Date of Birth] and is excited to begin this new chapter in their education. We believe that [School Name] offers a nurturing and engaging learning environment that will greatly benefit our child.

Please find attached the necessary documents for registration, including:

1. Birth certificate
2. Proof of residency
3. Immunization records

If you require any additional information or documentation, please do not hesitate to reach out to me at [Phone Number] or [Email Address].

Thank you for your attention to this matter. We look forward to being a part of the [School Name] community.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]