

[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 Committee],

I am writing to express my intent to enroll my child, [Child's Name], in kindergarten at [School Name] for the upcoming school year, [Year]. After careful consideration, we believe that [School Name] offers the nurturing environment and educational excellence that aligns with our family's values.

[Child's Name] was born on [Child's Birthdate] and has shown a keen interest in [mention any relevant skills or interests, e.g., reading, arts, socializing, etc.]. We feel that [School Name] would provide the perfect setting for [him/her/them] to grow academically and socially. We appreciate the school's commitment to [mention any specific values or programs offered by the school that attracted your interest], and we are excited about the possibility of contributing to the school community. Thank you for considering our application. We look forward to the opportunity for [Child's Name] to join [School Name] and to become part of a vibrant learning community.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]