

[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 am writing to express my support for [Child's Name]'s application to [School Name]'s kindergarten program. As [his/her/their] [relation to the child], I have had the pleasure of watching [Child's Name] grow and develop over the past few years.

[Child's Name] is a curious and enthusiastic learner who shows a great interest in exploring new ideas and concepts. [He/She/They] engages well with peers and demonstrates kindness and empathy in [his/her/their] interactions.

I believe that [School Name] would provide an enriching environment where [Child's Name] can thrive academically and socially. The school's emphasis on [specific programs or philosophies of the school that resonate] aligns perfectly with [his/her/their] learning style and interests.

Thank you for considering [Child's Name] for your kindergarten program. I am confident that [he/she/they] would be a wonderful addition to your school community.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]