

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

[Principal's Name]
[Kindergarten Name]
[School Address]
[City, State, Zip Code]

Dear [Principal's Name],

I hope this letter finds you well. I am writing to formally request the admission of my child, [Child's Name], to your esteemed kindergarten program for the [upcoming school year, e.g., 2024-2025 school year].

[Child's Name] was born on [Child's Birthdate] and has shown great enthusiasm for learning and social interactions. As we consider the best options for [his/her/their] early education, we believe that [Kindergarten Name] offers a nurturing environment that aligns with our values and goals for [Child's Name]'s development.

We are particularly drawn to your program because of [specific reasons such as curriculum, teaching philosophy, extracurricular activities, etc.]. We believe this will provide [Child's Name] with the foundational skills and social experiences necessary for a successful start to [his/her/their] education.

Please find attached any required documents, including [list any documents you are including, such as application forms, birth certificate, immunization records, etc.].

We are hopeful to discuss this further and would appreciate the opportunity to meet with you. Thank you for considering our application.

Warm regards,

[Your Name]

[Your Signature (if sending a hard copy)]