

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

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

Dear [Principal's Name],

I am writing to formally submit an application for my child, [Child's Name], to be considered for admission to [School Name] for the [Upcoming School Year] kindergarten program.

[Child's Name] was born on [Date of Birth] and has shown a keen interest in learning and socializing with peers. I believe that the nurturing environment at [School Name] will significantly benefit [his/her/their] development.

We have researched various kindergarten programs, and we are impressed by [specific qualities of the school, such as curriculum, values, or teachers]. We are confident that [School Name] aligns with our family's educational goals.

Please find attached the application form and any required documentation. We would be grateful for the opportunity to discuss [Child's Name] further and answer any questions you may have regarding our application. Thank you for considering our application. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]