

[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],

I hope this letter finds you well. I am writing to formally request enrollment for my child, [Child's Name], in the kindergarten program at [School Name] for the upcoming academic year.

[Child's Name] was born on [Date of Birth] and is eager to start their educational journey. After researching various schools, I believe that [School Name] is the perfect fit due to its commitment to fostering a nurturing and engaging learning environment.

If there are any specific documents or forms needed to complete this enrollment process, please let me know. I appreciate your attention to this matter and look forward to your positive response.

Thank you for your consideration.

Sincerely,
[Your Name]