

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

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

Dear [Principal's Name],

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

[Child's Name] was born on [Birth Date] and will be [Age] years old by the start of the school year. We believe that [School's Name] offers a nurturing and stimulating environment that will foster [Child's Name]'s love for learning and development.

We are particularly impressed by [mention any specific programs, teaching philosophy, or values of the school], and we believe it aligns perfectly with our educational goals for our child.

Please let me know the next steps in the admission process, including any necessary documents we may need to submit and important deadlines.

Thank you for considering our application. We look forward to the opportunity for [Child's Name] to be a part of the wonderful community at [School's Name].

Sincerely,  
[Your Name]