

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

[Recipient Name]  
[Branch Name]

Kumon Center

[Center Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally register my child, [Child's Full Name], for the Kumon program at your center.

Child's Information:

- Full Name: [Child's Full Name]
- Date of Birth: [Child's Date of Birth]
- School: [Child's School Name]
- Grade Level: [Child's Current Grade]

We are interested in the following subjects:

- [Subject 1]
- [Subject 2]

Please let us know about the registration process and any required documents. We are looking forward to getting started with Kumon to enhance [Child's Name]'s learning experience.

Thank you for your assistance.

Sincerely,

[Your Name]