

[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 apply for the enrollment of my child, [Child's Name], in the [Grade/Class Name] at [School Name] for the academic year [Year].

[Briefly introduce your child and their interests, strengths, and any relevant background information.]

We believe that [School Name] is the perfect fit for [Child's Name] due to [mention specific programs, values, or aspects of the school that align with your child's needs].

Please find attached the required documents for the enrollment process. We look forward to the opportunity for [Child's Name] to join your esteemed institution.

Thank you for considering our application. We hope to hear from you soon.

Warm regards,  
[Your Name]