

[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 am writing to express my intent to enroll my child, [Child's Name], in [School's Name] for the [upcoming academic year/semester]. We are deeply impressed with the school's commitment to academic excellence and holistic development.

[Briefly explain why you are choosing this school, mentioning specific programs, values, or achievements that appeal to you.]

We believe that [Child's Name] would thrive in this environment and contribute positively to the school community.

Thank you for considering our request. We look forward to the possibility of joining [School's Name].

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]