

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[School's Name]  
[School's Address]  
[City, State, Zip Code]

Dear [Principal's Name or Admissions Committee],  
I hope this letter finds you well. I am writing to formally request admission for my child, [Child's Name], to the kindergarten program at [School's Name] for the upcoming academic year.

[Child's Name] was born on [Child's Birth Date] and is eager to start their educational journey. As a parent, I believe that [School's Name] provides an ideal environment for fostering curiosity, creativity, and a love for learning.

We are particularly drawn to [mention specific programs or values of the school, e.g., the school's commitment to a well-rounded curriculum, inclusion of the arts, or emphasis on community engagement]. I am confident that [Child's Name] would thrive in such a nurturing atmosphere.

Please find enclosed any necessary documents for the application process, including [list any attached documents, such as birth certificate, vaccination records, etc.].

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]