

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

[Preschool Name]
[Preschool Address]
[City, State, Zip Code]

Dear [Preschool Administrator's Name],

I am writing to formally request admission for my child, [Child's Name], to [Preschool Name] for the upcoming academic year. After researching various preschools, I believe that [Preschool Name] offers the nurturing environment and educational philosophy that aligns perfectly with our family's values.

[Child's Name] was born on [Child's Date of Birth] and is eager to start their learning journey in a vibrant and engaging setting. We are particularly impressed by [mention any specific program, feature, or value of the preschool that attracted you], which we feel will foster [Child's Name]'s growth and development.

Please find attached the required application materials for your review. I would appreciate the opportunity to discuss my child's admission and learn more about your curriculum and activities.

Thank you for considering our application. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]