

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

Dear [Admissions Committee/Principal's Name],
I am writing to express my intent to enroll my child, [Child's Name], at [School Name] for the [upcoming academic year/term]. After thorough research and consideration, I believe that [School Name] provides the ideal environment for [Child's Name] to thrive academically and socially. [Include a brief paragraph about your child's interests, strengths, and any special circumstances that make this school a good fit.]
I appreciate the school's commitment to [mention any specific programs, values, or extracurricular activities offered by the school that align with your child's interests]. I am excited about the opportunity for [Child's Name] to contribute positively to the school community.
Please let me know if there are any additional steps we need to take to complete the enrollment process. Thank you for considering our application. I look forward to your positive response.

Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]
[Your Relationship to the Child]