

[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 formally request enrollment for my child, [Child's Name],
in [grade/level] for the [academic year/term].

[Child's Name] was born on [Child's Date of Birth] and has previously
attended [previous school or preschool, if applicable]. We believe that
[School's Name] is the right fit for [him/her/them] based on [a brief
reason, e.g., your school's excellent academic reputation, specific
programs, etc.].

Please let us know if there are any required documents or additional
information needed for the enrollment process.

Thank you for considering our request. We look forward to your positive
response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]