

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

Admissions Office

[Private School Name]

[School Address]

[City, State, ZIP Code]

Dear Admissions Officer,

I hope this letter finds you well. My name is [Your Name], and I am interested in enrolling my child, [Child's Name], in your esteemed institution for the academic year [Year].

I would appreciate any information regarding the application process, curriculum offerings, extracurricular activities, and any upcoming open house events.

Thank you for your assistance. I look forward to your response.

Sincerely,

[Your Name]