

[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 hope this letter finds you well. I am writing to express my interest in enrolling my child, [Child's Name], in [grade level] for the upcoming school year at [School's Name].

[Child's Name] is a dedicated student who has demonstrated [briefly mention strengths or interests, e.g., a passion for learning or specific subjects]. We believe that your school's commitment to [mention a specific program or value of the school] aligns perfectly with our educational goals.

We would greatly appreciate your consideration for admission and look forward to the opportunity for [Child's Name] to contribute to and grow within your school community.

Thank you for your time and consideration.

Sincerely,
[Your Name]