

[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 express my interest in enrolling my child, [Child's Name], in [School's Name] for the upcoming academic year. We believe that [School's Name] offers a nurturing environment and exceptional educational opportunities that align with our family values and aspirations for [Child's Name]'s growth.

[Child's Name] is currently in [current grade or level], and has demonstrated a keen interest in [specific subjects or activities]. We value [mention any specific values or programs of the school], and are confident that [School's Name] will provide [Child's Name] with the support and resources needed to thrive.

We would appreciate the opportunity to further discuss our application and learn more about your school community. Thank you for considering our application. We look forward to the possibility of joining [School's Name].

Sincerely,
[Your Name]