

[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 intent to enroll my child, [Child's Name], in the [Grade/Program] at [School's Name] for the upcoming academic year. We believe that [School's Name] offers a nurturing environment and excellent academic opportunities that align with our educational values and aspirations for our child.

[Briefly explain your reasons for choosing this school, such as specific programs, values, or the school's reputation.]

[Child's Name] has a strong interest in [mention any relevant interests or strengths], and I am confident that the resources and support at [School's Name] will help them thrive. We are particularly impressed by [mention any specific programs, extracurricular activities, or academic achievements of the school].

Thank you for considering our application. We look forward to the opportunity for [Child's Name] to join the vibrant community at [School's Name]. If there are any forms or additional information required, please let us know.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]