

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

[Principal's Name]  
[School Name]  
[School Address]  
[City, State, ZIP Code]

Dear [Principal's Name],

I am writing to express my interest in enrolling my child, [Child's Name], into [School Name] for the [school year/grade level]. We have researched several schools in the area, and we believe that [School Name] offers the best environment for [his/her] academic and personal growth. [Child's Name] is currently in [current grade/level] and has shown a keen interest in [mention any relevant interests or skills]. We are particularly impressed by [mention any specific programs, values, or aspects of the school that attracted you].

We would appreciate the opportunity to meet with you or a member of the admissions team to discuss the enrollment process and how [School Name] can help [Child's Name] thrive.

Thank you for considering our application. We look forward to the possibility of being part of the [School Name] community.

Sincerely,  
[Your Name]