

[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 formally express my interest in enrolling my child, [Child's Name], at [School's Name] for the upcoming academic year.

[Child's Name] is currently in [current grade/level] and has shown a strong passion for [mention any interests/activities]. We believe that [School's Name] offers an excellent environment conducive to learning and growth, particularly with its emphasis on [specific programs or values of the school].

As a family, we value education and are committed to supporting [Child's Name]'s academic journey. We admire the school's dedication to [mention any specific qualities of the school such as diversity, extracurricular opportunities, community involvement, etc.].

We would appreciate the opportunity to discuss [Child's Name]'s application further and learn more about how we can contribute to the [School's Name] community. Thank you for considering our application.

Warm regards,
[Your Name]