

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[School Principal's Name]
[School Name]
[School 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/Program] at [School Name] for the upcoming academic year.

[Briefly introduce your child and highlight their interests or strengths relevant to the school or program.]

I have researched [School Name] and am impressed by [specific programs, achievements, or values of the school]. I believe that the environment at [School Name] would be conducive to my child's growth and education.

I kindly request any information about the admission process and any necessary steps we need to take to facilitate [Child's Name]'s application.

Thank you for considering our request. I look forward to the possibility of [Child's Name] becoming a part of your school community.

Sincerely,

[Your Name]
[Your Relationship to the Child]