

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

[School's Name]
[School's Address]
[City, State, Zip Code]

Dear Admissions Committee,

I am writing to express my intent for my child, [Child's Name], to enroll at [School's Name] for the [specific grade/year] beginning in [start date]. We have carefully researched and identified your school as an institution that aligns with our educational values and goals for our child's academic and personal development.

[Briefly explain your child's educational background and interests, as well as any relevant achievements or experiences.]

We appreciate [specific programs or features of the school], and believe that [Child's Name] would thrive in such an environment. Our hopes are that [he/she/they] can contribute positively to your school community while benefiting from the exceptional learning opportunities that [School's Name] offers.

Thank you for considering our application. We look forward to the possibility of joining the [School's Name] community.

Sincerely,

[Your Name]
[Your Relationship to Child]