

[Your Name]
[Your Address]
[City, State, Postcode]
[Email Address]
[Phone Number]
[Date]
[School Principal's Name]
[School Name]
[School Address]
[City, State, Postcode]

Dear [Principal's Name],

Subject: Application for Enrollment at [School Name]

I hope this letter finds you well. I am writing to formally apply for the enrollment of my child, [Child's Full Name], in [Year/grade], for the [2024 school year].

[Child's Name] was born on [DOB] and has shown great interest in [any specific interests or strengths]. We believe that [School Name] is the perfect environment to nurture [his/her/their] academic and personal growth.

Enclosed with this letter, please find the required documents including:

- Birth certificate
- Proof of residency
- Previous school reports
- Any other relevant documents

We are eager to discuss this application further and look forward to any opportunities to meet with you or your administrative team. Thank you for considering our application.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]