

[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 hope this letter finds you well. My name is [Your Name], and I am [a brief introduction about yourself, e.g., a parent interested in enrolling my child]. I am writing to introduce myself and [Child's Name], who is [Child's Age] years old and will be entering [Year/Grade] in [Year]. We are particularly interested in [mention specific programs, values, or aspects of the school that appealed to you]. We believe that [Child's Name] would thrive in your school's supportive environment and would love to learn more about the enrollment process and any upcoming events where we could meet the faculty.

Thank you for considering our application. We look forward to the opportunity to be a part of the [School Name] community.

Warm regards,

[Your Name]

[Your Signature (if sending a hard copy)]