

[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 request the enrollment of my child, [Child's Name], into [School's Name] for the upcoming academic year.

[Child's Name] is currently in [Current Grade/School] and is excited about the opportunity to continue their education at your esteemed institution. We believe that [School's Name] is the perfect environment for [Child's Name] to grow academically and personally.

Please let us know the necessary steps and any required documentation to facilitate this enrollment process. We appreciate your assistance and are looking forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]