

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

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

Dear [Principal's Name/Admissions Committee],

I am writing to express my interest in enrolling [Child's Name] in [School's Name] for the upcoming academic year.

[Child's Name] is currently in [Current Grade/School] and has shown a keen interest in [specific subjects/activities]. I believe that [School's Name] will provide an excellent environment for [his/her/their] academic and personal growth.

We have heard wonderful things about your school's curriculum and extracurricular offerings, and we are particularly impressed with [specific programs or qualities of the school].

Please let us know the steps needed for the admission process. We look forward to the opportunity to discuss [Child's Name]'s potential at your school.

Thank you for considering our application.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]