

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

Dear Admissions Committee,

I am writing to express my interest in enrolling my child, [Child's Name], at [School Name] for the upcoming academic year. After researching various schools, I am impressed by [specific programs, values, or achievements of the school] and believe it would provide the ideal learning environment for [Child's Name].

[Child's Name] is currently attending [Current School Name] and has shown a strong aptitude for [mention subjects, extracurricular activities, or qualities]. We are particularly drawn to [mention a specific program or aspect of the new school that appeals to you], as we believe it will help nurture [Child's Name]'s talents and interests.

Enclosed are [mention any attached documents, such as transcripts, letters of recommendation, or application forms]. We would appreciate the opportunity to further discuss [Child's Name]'s application and how they can contribute to [School Name].

Thank you for considering our application. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]