

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

[Recipient's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in applying for a place at [School's Name] for my [son/daughter], [Child's Name], who is [Child's Age]. We are particularly drawn to your school due to [specific reason related to the school, e.g., curriculum, values, international community].

[Brief introduction about your child's background, academic interests, and any relevant extracurricular activities].

We are excited about the opportunity to become a part of [School's Name] community and believe it will provide [Child's Name] with the ideal environment to thrive academically and socially.

Thank you for considering our application. We look forward to the possibility of [Child's Name] joining [School's Name]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]