

[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 am writing to formally request the enrollment of my child, [Child's Name], in [Grade/Class] at [School's Name] for the [academic year/term].  
[Optional paragraph explaining the reasons for choosing this school or specific programs of interest].

Please find enclosed [any required documents, if applicable]. I would appreciate any information regarding the enrollment process and next steps.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]