

[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],

Subject: Waiver Request for Kindergarten Enrollment

I hope this message finds you well. I am writing to formally request a waiver for my child, [Child's Full Name], who is seeking enrollment in kindergarten for the [2023-2024] school year at [School's Name].

[Provide a brief explanation of the reason for the waiver request--this could relate to age requirements, special circumstances, or other relevant factors].

I believe that [Child's Name] would greatly benefit from the kindergarten program at [School's Name], and I am committed to supporting [his/her/their] educational journey. I kindly ask you to consider this request and provide [Child's Name] the opportunity to join the kindergarten class.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]