

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

Dear [Principal's Name or Admissions Office],

Subject: Application for Enrollment

I hope this letter finds you well. I am writing to formally request the enrollment of my child, [Child's Full Name], in [Grade/Class Name] for the [academic year/term] at [School Name].

[Child's Full Name] was born on [Child's Date of Birth] and is currently attending [Current School/Program Name] in [Current Location]. We have heard wonderful things about [School Name] and believe that it aligns perfectly with our educational goals and values.

We would appreciate it if you could provide us with the necessary information regarding the admission process, required documents, and any upcoming deadlines.

Thank you for considering our application. We look forward to the opportunity to become part of the [School Name] community.

Warm regards,

[Your Name]

[Your Signature (if sending a hard copy)]