

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

[Principal's Name]
[School's Name]
[School's Address]

[City, State, Zip Code]

Dear [Principal's Name],

I hope this message finds you well. I am writing to inquire about the enrollment process for [specific grade or program] at [School's Name]. As we are considering options for our child's education, we would appreciate any information you could provide regarding:

1. Enrollment timeline and key dates
2. Required documentation
3. Admission criteria
4. Any upcoming open house or informational sessions

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Number]