

[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],  
I hope this letter finds you well. I am writing to formally request information regarding the registration process for the [Year/Term] school year at [School Name].

I am interested in enrolling my child, [Child's Name], who is currently in [Current Grade/Year] and will be [Proposed Grade/Year] next year. We are particularly drawn to [mention any specific programs, values, or aspects of the school that attract you].

Please let me know the necessary steps and documentation required for registration, as well as any important deadlines I should be aware of. Thank you for your attention to this matter. I look forward to your prompt response.

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