

[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 Admission Committee],
I hope this letter finds you well. I am writing to formally request enrollment for my child, [Child's Name], for the [School Year/Term] at [School Name].

[Child's Name] is [age] years old and has demonstrated a keen interest in learning and participating in various activities. We believe that [School Name] offers an environment that aligns with our values and will nurture [his/her/their] growth academically and socially.

Attached to this letter, you will find the necessary enrollment forms, including [list any enclosed documents, e.g., birth certificate, proof of residence, vaccination records].

We are excited about the possibility of our child joining your community and would appreciate any information regarding the next steps in the enrollment process.

Thank you for considering our application. We look forward to your positive response.

Sincerely,
[Your Name]