

[Your Name]
[Your Address]
[City, State, Postcode]
[Email Address]
[Phone Number]
[Date]

[Principal's Name]
[School Name]
[School Address]
[City, State, Postcode]

Dear [Principal's Name],

RE: Application for Student Enrollment

I hope this letter finds you well. I am writing to formally apply for the enrollment of my child, [Child's Name], in [Year Level] at [School Name] for the [year/semester].

[Child's Name] is currently attending [Current School/Previous School Name], where they have shown great enthusiasm and aptitude in [mention any relevant subjects or activities]. We believe that [School Name] would provide an excellent environment for [him/her/them] to continue their education and further develop [his/her/their] skills.

Please find attached the required documents for the enrollment process, including:

- Completed enrollment forms
- Birth certificate
- Proof of residence
- Previous school reports

We are looking forward to [Child's Name]'s potential contribution to the school community and are hopeful for a positive response regarding this application.

Thank you for considering our application. Please do not hesitate to contact me should you require any further information.

Sincerely,
[Your Name]