

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[School/Nursery Name]  
[School/Nursery Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally apply for a nursery place for my child, [Child's Name], who is [Child's Age] years old. We are very interested in enrolling [him/her/them] at [School/Nursery Name], as we believe it offers an excellent learning environment and aligns with our educational values.

[Optional: Briefly describe your child's personality, interests, and any relevant experiences that make them a good fit for the nursery.]

We are particularly impressed by [specific programs, facilities, or educational philosophies of the nursery], and we feel that [Child's Name] would greatly benefit from the nurturing and stimulating atmosphere you provide.

Please find attached the completed application form along with any necessary documents for your review. We would appreciate the opportunity to discuss this application further and look forward to the possibility of [Child's Name] becoming a part of your nursery community.

Thank you for considering our application. We hope to hear from you soon.  
Sincerely,

[Your Name]