

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

[Admissions Office]
[Nursery Name]
[Nursery Address]
[City, State, ZIP Code]

Dear Admissions Committee,

I hope this letter finds you well. I am writing to express my interest in enrolling my child, [Child's Name], in [Nursery Name] for the upcoming academic year.

[Child's Name], born on [Date of Birth], is an enthusiastic and curious child who loves to explore and learn new things. We believe that [Nursery Name]'s nurturing environment and strong educational philosophy align perfectly with our family's values and our desire to give [Child's Name] a strong foundation for their future education.

I would appreciate any guidance regarding the admissions process, including relevant dates, required documents, and any assessment procedures. We would be happy to attend an open house or tour the facility at your convenience.

Thank you for considering our application. We look forward to the possibility of being part of the [Nursery Name] community.

Warm regards,

[Your Name]

[Your Signature (if sending a hard copy)]