

[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 am writing to formally request the enrollment of my child, [Child's Name], in [Grade/Program] for the upcoming school year. We are excited about the opportunity for [him/her/them] to be part of [School Name] and benefit from the excellent education and community it offers.

[Child's Name] was born on [Birthdate] and has previously attended [Previous School/Preschool, if applicable]. [He/She/They] have shown a keen interest in [mention any relevant interests, activities, or strengths] and we believe that [School Name] would provide a supportive and enriching environment for [his/her/their] growth.

Please find attached the necessary documents for enrollment, including [list any documents such as birth certificate, proof of residency, previous school records, etc.]. I would appreciate any information regarding the next steps in the enrollment process.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]