

# Inquiry Regarding School Admission Process

Date: [Insert Date]

[Recipient's Name]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am interested in enrolling my child, [Child's Name], in [Grade/Year] at [School's Name] for the upcoming academic year.

I would like to inquire about the admission process, including key dates, required documents, and any assessment criteria that may be involved. Additionally, I would appreciate any information regarding school tours and open house events.

Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]