

Request for Information on School Enrollment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Principal's Name or Admissions Office],

I hope this message finds you well. I am writing to request information regarding the enrollment process for [specify grade/level] at [School's Name] for the upcoming academic year.

Specifically, I am interested in the following:

- Enrollment dates and deadlines
- Required documents for enrollment
- Tuition fees and payment options
- Any special programs or activities available

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

Sincerely,

[Your Name]