

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Private School's Name]

[School Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the summer camp programs that your school offers for the upcoming season. As a parent of [Child's Name], I am interested in learning more about the activities, schedule, and enrollment process for the camp.

Could you please provide me with the detailed information regarding the summer camp, such as age groups, themes, costs, and any special requirements? Additionally, I would appreciate information on how to register.

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

Sincerely,

[Your Name]