

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request admission for my child, [Child's Name], for dual enrollment at [School Name]. [Child's Name] is currently a [Grade or Year] student at [Current School Name] and has shown a keen interest in furthering their education through advanced coursework.

We believe that dual enrollment will provide [Child's Name] with the opportunity to enhance their academic experience, prepare for college-level work, and gain valuable skills that will benefit them in the future.

We have reviewed the dual enrollment program offered by [School Name] and are impressed with its curriculum and the opportunities it presents. We are eager for [Child's Name] to be considered for this program and believe that they would contribute positively to the school community.

Thank you for considering our request. We look forward to discussing this opportunity further. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Full Name]

[Your Address]

[City, State, Zip Code]