

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[School 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 enrollment procedures for [specific program or school year] at [School Name]. As a prospective parent/student, I am keen to understand the steps involved in the enrollment process, including any important deadlines and required documentation.

Additionally, if there are any upcoming information sessions or open houses, I would appreciate any details regarding those opportunities to learn more about the school.

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

Sincerely,

[Your Name]