

Inquiry for School Registration

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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. I am writing to inquire about the registration process for [Child's Name] for the upcoming academic year at [School's Name].

Could you please provide information regarding the following:

- Registration timeline and deadlines
- Required documents for registration
- Fee structure and payment options
- Orientation or open house events

I appreciate your assistance and look forward to your prompt response.

Thank you for your time.

Sincerely,

[Your Name]