

Request for School Enrollment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Principal's Name]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Principal's Name],

I am writing to formally request the enrollment of my child, [Child's Name], at [School's Name] for the [upcoming school year/semester].

[Provide brief background information about your child and any special considerations or interests.]

We are impressed by [mention any positive aspects of the school], and believe that [Child's Name] would benefit greatly from being part of your educational community.

Thank you for considering our request. We would appreciate any information regarding the enrollment process and any necessary documentation that needs to be submitted.

Sincerely,

[Your Name]