

After-School Program Enrollment Application

Date: _____

To: [Program Coordinator's Name]

[Program Name]

[Program Address]

[City, State, Zip Code]

Dear [Program Coordinator's Name],

I am writing to formally enroll my child, [Child's Full Name], in the after-school program for the [school year/term, e.g., 2023-2024 school year].

Child's Information:

- Full Name: [Child's Full Name]
- Date of Birth: [Child's Date of Birth]
- School Name: [Child's School]
- Grade: [Child's Grade]

Parent/Guardian Information:

- Full Name: [Parent/Guardian's Full Name]
- Phone Number: [Parent/Guardian's Phone Number]
- Email Address: [Parent/Guardian's Email]
- Address: [Parent/Guardian's Address]

Please let me know if you require any additional information or documentation. I look forward to your confirmation of my child's enrollment in the program.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]