

Dear [Charter School Admissions Office],

I hope this message finds you well. I am writing to inquire about the application deadlines for the upcoming school year at [Charter School Name]. As a parent interested in enrolling my child, [Child's Name], I want to ensure that we have all necessary materials submitted on time.

Could you please provide me with the specific deadlines for the application process and any important dates I should be aware of? Additionally, any information regarding the application requirements would be greatly appreciated.

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

Sincerely,

[Your Name]

[Your Contact Information]