

Summer School Enrollment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [School Name]

[School Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request enrollment in the summer school program for the upcoming session. I believe that participating in this program will greatly benefit my educational goals, particularly in [mention specific subjects or skills].

My details are as follows:

- Student Name: [Student's Name]
- Grade Level: [Current Grade]
- Reason for Enrollment: [Brief explanation]

I would appreciate any information regarding the enrollment process, deadlines, and fees associated with the summer school program. Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]