

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Admissions Office

[School Name]

[School Address]

[City, State, Zip Code]

Dear Admissions Office,

I hope this message finds you well. I am writing to inquire about the summer school registration process for [Year]. I am interested in enrolling my child, [Child's Name], who is currently in [Current Grade/Class].

Could you please provide information regarding the following:

- Registration dates and deadlines
- Available courses and programs
- Tuition fees and payment options
- Any prerequisites or requirements for enrollment

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

Sincerely,

[Your Name]