

Request for Inclusion in Afterschool Program

Date: [Insert Date]

To: [Program Coordinator's Name]

[Afterschool Program Name]

[Program Address]

Dear [Program Coordinator's Name],

I hope this message finds you well. I am writing to express my interest in having my child, [Child's Name], included in your afterschool program. As a parent, I am always seeking enriching opportunities that support my child's growth and development.

We believe that your program's focus on [mention specific aspects of the program, e.g., creativity, teamwork, academics] aligns perfectly with our goals for [Child's Name]. [He/She/They] is particularly eager to engage in [specific activities or subjects of interest].

I would appreciate the opportunity to discuss how [Child's Name] can be a part of your program. Please let me know a convenient time for you to meet or speak on the phone.

Thank you for considering our request. We look forward to the possibility of [Child's Name] participating in your wonderful program.

Warm regards,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]