

Request for Admission to After School Program

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[School/Program Name]

[School Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in enrolling my child, [Child's Name], in the afterschool program at [School/Program Name]. We believe that your program will provide a valuable opportunity for [him/her/them] to engage in enriching activities and further their education outside of regular school hours.

[Child's Name] is currently in [Grade/Class] and has shown great enthusiasm for learning and participating in community activities. We are particularly drawn to your program because [mention any specific reasons related to the program, e.g., its curriculum, staff, or activities].

We would appreciate the opportunity to discuss the admission process and any requirements needed. Please let us know a convenient time for us to meet or speak.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]