

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[School Name]
[School Address]
[City, State, Zip Code]

Dear [Principal's Name],

Subject: Enrollment for [Student's Name]

I hope this letter finds you well. I am writing to formally request the enrollment of my child, [Student's Name], in [Grade/Class Name] at [School Name] for the academic year [Year/Term].

[Student's Name] was born on [Date of Birth] and has previously attended [Name of Previous School/Institution] where they demonstrated [mention any academic or extracurricular highlights]. We believe that [School Name] provides an excellent environment for [Student's Name] to thrive academically and socially.

Enclosed with this letter, you will find all necessary documents, including:

- Completed enrollment application form
- Copy of [Student's Name]'s birth certificate
- Proof of residency
- Recent academic records
- [Any other supporting documents]

We kindly request confirmation of enrollment at your earliest convenience. Should you require any additional information or documents, please do not hesitate to contact me.

Thank you for considering our application. We look forward to the opportunity for [Student's Name] to be a part of your esteemed institution.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Relationship to Student]