

[Parent/Guardian Name]  
[Current Address]  
[Phone Number]  
[Email Address]

[Date]

To the Office of Admissions,  
[Name of School District]  
[District Address]

**Subject: Intent to Enroll - Family Relocation**

Dear Admissions Officer,

I am writing to formally notify the [Name of School District] of our family's upcoming relocation to the district. We have chosen this community specifically for its reputation for academic excellence and look forward to our children joining your school system for the [Year] school year.

We are currently in the process of moving to the following address:  
[New Address in District]  
Anticipated Move-in Date: [Date]

We wish to enroll the following student(s):

- [Student Name] - Grade: [Number]
- [Student Name] - Grade: [Number]

Attached to this letter, please find the following documentation to support our residency and enrollment:

- Signed Purchase Agreement or Lease Agreement
- Recent utility bill or proof of service activation
- Previous school transcripts and immunization records
- Proof of identification

Please let us know if there are any additional forms required or if we need to schedule an in-person registration appointment. We are excited to become active members of the [District Name] community.

Thank you for your assistance.

Sincerely,

[Signature]

[Printed Name]