

[School Letterhead]

[Date]

[Parent's Name]

[Parent's Address]

[City, State, Zip Code]

Dear [Parent's Name],

Subject: Admission Confirmation for [Child's Name]

We are pleased to inform you that your child, [Child's Name], has been granted admission to [Class/Grade] at Kendriya Vidyalaya [School Name] for the academic year [Year].

Please find the details of the admission below:

- Admission Number: [Admission Number]

- Class: [Class/Grade]

- Date of Commencement: [Start Date]

We request you to complete the admission formalities by [Deadline Date] and submit the required documents:

1. Birth Certificate
2. Previous School Transfer Certificate
3. Passport-sized Photographs
4. Any other required documents

We look forward to welcoming [Child's Name] to our school community and wish you all the best as we embark on this educational journey together. For any queries, please feel free to contact the school office at [School Phone Number] or [Email Address].

Thank you.

Warm regards,

[Principal's Name]

Principal

Kendriya Vidyalaya [School Name]

[School Address]

[School Phone Number]

[School Website]