

[Your School's Letterhead]

[Date]

[Student's Name]

[Student's Address]

[City, State, Zip Code]

Dear [Student's Name],

Subject: Admission Confirmation to KVS

We are pleased to inform you that you have been granted admission to [Class/Grade] at Kendriya Vidyalaya [School Name] for the academic year [Year].

Details of Admission:

- Admission Number: [Admission Number]
- Class/Grade: [Class/Grade]
- Session: [Starting Date of the Session]

Please ensure to complete the following:

- Submit the required documents by [Deadline Date].
- Attend the orientation program scheduled for [Date/Time].

We welcome you to our school community and look forward to your contributions.

Best regards,

[Principal's Name]

[Principal's Title]

Kendriya Vidyalaya [School Name]

[School Contact Information]