

[School Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Admission Confirmation for KV [School Name]

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

We would like to congratulate you on this achievement and welcome your family to our school community. Please find below the important details regarding the admission process:

1. **\*\*Admission Registration Number\*\***: [Number]

2. **\*\*Reporting Date\*\***: [Date]

3. **\*\*Timings\*\***: [Timings]

4. **\*\*Documents Required\*\***:

- Birth Certificate
- Proof of Residence
- Recent Passport-sized Photographs
- Previous Academic Records (if applicable)

Please ensure that all required documents are submitted by [Submission Deadline]. If you have any questions or require further assistance, feel free to contact our admissions office at [Contact Number] or [Email Address].

We look forward to a fruitful academic year ahead and are excited to have [Child's Name] join our school.

Warm regards,

[Your Name]

[Your Position]

Kendriya Vidyalaya [School Name]

[Contact Information]