

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[School/Institution Name]
[School Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Confirmation of Admission

I am writing to formally confirm my acceptance of the admission offer for my child, [Child's Name], to [School/Institution Name] for the academic year [Year]. We are excited about the opportunity for [him/her/them] to join your esteemed institution and participate in the KVS program.

Please find attached all required documents and the admission fee receipt as per the admission guidelines.

Thank you for this opportunity. We look forward to the upcoming academic year.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]