

**\*\*KVS Admission Letter Template\*\***

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**\*\*Kendriya Vidyalaya Sangathan\*\***

[School Name]

[School Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

**\*\*Date: [DD/MM/YYYY]\*\***

**\*\*To\*\***

[Parent's Name]

[Parent's Address]

[City, State, Zip Code]

**\*\*Subject: Admission Confirmation for [Student's Name] in Class [X]\*\***

Dear [Parent's Name],

We are pleased to inform you that your child, [Student's Name], has been granted admission to [School Name] for the academic year [Year] in Class [X].

**\*\*Details of Admission:\*\***

- **\*\*Admission Number:\*\*** [Admission Number]

- **\*\*Class:\*\*** [Class]

- **\*\*Section:\*\*** [Section]

- **\*\*Date of Birth:\*\*** [DOB]

- **\*\*Session Commencement:\*\*** [Date]

You are required to complete the admission process by submitting the following documents by [Deadline Date]:

1. Transfer Certificate (original)
2. Birth Certificate (copy)
3. Report Card of previous class (copy)
4. Recent passport-sized photographs (X number)
5. [Any additional documents if required]

A welcome orientation session for parents and students will be held on [Orientation Date] at [Time] in [Venue]. We encourage you to attend for a smooth transition and to understand our school programs and activities. Should you have any questions or require further assistance, please do not hesitate to contact the school office.

We look forward to welcoming [Student's Name] to our school community!

Warm regards,

[Principal's Name]

[Principal's Designation]

[School Name]

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**\*\*End of Template\*\***