

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
Kendriya Vidyalaya [Branch Name]
[School Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Invitation for Parents' Meeting Regarding KVS Admission

We are pleased to inform you that your child [Child's Name] has been selected for admission in [Class/Grade] for the academic year [Year]. In connection with this, we are organizing a parents' meeting to discuss important information related to the admission process and academic sessions.

****Meeting Details:****

Date: [Meeting Date]

Time: [Meeting Time]

Venue: [School Address/Location]

Your attendance is highly encouraged as we will cover topics such as:

- Admission formalities
- Academic curriculum overview
- School rules and regulations
- Opportunities for parental involvement

Please confirm your attendance by [RSVP Date] by contacting us at [Contact Information]. We look forward to your presence and hope to work together for the betterment of our students.

Thank you.

Sincerely,

[Your Name]

[Your Position/Title]

Kendriya Vidyalaya [Branch Name]

[School Contact Information]