

[School Letterhead]

[Date]

[Parent's Name]

[Parent's Address]

[City, State, Zip Code]

Dear [Parent's Name],

Subject: Admission Confirmation for [Child's Name]

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

Please find the following details regarding the admission process:

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

2. \*\*Class/Grade:\*\* [Class/Grade]

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

4. \*\*Time:\*\* [Time]

5. \*\*Documents Required:\*\*

- Birth Certificate
- Transfer Certificate
- Medical Certificate
- Residential Proof

We request you to complete the admission formalities by submitting the required documents on or before [Deadline Date]. The school office will be available from [Office Hours].

We look forward to welcoming [Child's Name] to our school community.

Thank you and best regards,

[Principal's Name]

Principal

Kendriya Vidyalaya [School Name]

[Contact Information]

[Email Address]

[School Seal/Logo]