

[School Letterhead]

[Date]

[Parent/Guardian Name]

[Address]

[City, State, ZIP Code]

Subject: Admission Confirmation for Transfer Student

Dear [Parent/Guardian Name],

We are pleased to inform you that your application for transfer to Kendriya Vidyalaya [School Name] has been successful. We welcome [Student's Name] to our school community for the academic year [Year].

Details of Admission:

- Name of Student: [Student's Name]
- Class: [Class/Grade]
- Roll Number: [Roll Number]
- Admission Number: [Admission Number]

Orientation Session:

An orientation session for new students will be held on [Date] at [Time]. We encourage you to attend and become acquainted with our staff, policies, and the school environment.

Enclosed Documents:

Please ensure the following documents are submitted on or before

[Submission Deadline]:

1. Transfer Certificate
2. Previous Academic Records
3. Birth Certificate
4. Aadhar Card (if applicable)

We look forward to supporting [Student's Name] in their academic journey and ensuring a smooth transition to our school.

For any inquiries, please feel free to contact the school office at [Phone Number] or [Email Address].

Warm regards,

[Principal's Name]

Principal

Kendriya Vidyalaya [School Name]

[School Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[School Website URL, if applicable]

[School Seal/Signature]