

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Admissions Office]
[KV School Name]
[School Address]
[City, State, Zip Code]

Dear Admissions Office,

Subject: Follow-Up on Admission Status

I hope this message finds you well. I am writing to follow up on the admission application submitted for my [son/daughter], [Child's Name], for the academic year [Year]. We are very enthusiastic about the possibility of [him/her] joining your esteemed institution and wanted to inquire if there have been any updates regarding the admission process. We understand that this can be a busy time for your office, but if possible, we would appreciate any information regarding our application status or the timeline for admissions decisions.

Thank you for your time and consideration. We look forward to your response.

Warm regards,

[Your Name]

[Your Signature (if sending a hard copy)]