

[School Letterhead]

[Date]

[Parent's Name]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Parent's Name],

We are pleased to inform you that your child, [Child's Name], has been accepted for admission to the Lower Kindergarten (LKG) program at [School Name] for the academic year [Year].

Details of Admission:

- Admission Number: [Admission Number]

- Class: Lower Kindergarten (LKG)

- Start Date: [Start Date]

Please find enclosed the following documents:

1. Admission Confirmation Form
2. Fee Structure and Payment Instructions
3. School Calendar for [Year]
4. Parent Handbook

We invite you to our orientation meeting on [Date] at [Time], where we will discuss the curriculum, guidelines, and answer any questions you may have.

We look forward to welcoming [Child's Name] to [School Name] and being a part of their learning journey.

Warm regards,

[Principal's Name]

[Principal's Title]

[School Name]

[School Address]

[School Phone Number]

[School Email Address]