

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

The Admission Committee

[School Name]
[School Address]
[City, State, Zip Code]

Dear Members of the Admission Committee,

I am writing to express my interest in enrolling my child, [Child's Name], in the LKG program at [School Name] for the academic year [Year]. [Child's Name] is [Age] years old and exhibits a keen interest in learning and exploring new environments. We believe that [School Name] offers a nurturing atmosphere that will help foster [his/her] growth and development.

[Optional: A brief paragraph about your child's interests, personality, or accomplishments.]

We have heard wonderful things about your school's dedicated staff, engaging curriculum, and emphasis on holistic education. We are confident that the nurturing environment at [School Name] will be the perfect fit for [Child's Name].

Thank you for considering our application. We look forward to the opportunity to further discuss [Child's Name]'s admission to your esteemed institution.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]