

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

The Admission Office
[School Name]
[School Address]
[City, State, ZIP Code]

Dear Sir/Madam,

Subject: Admission Request for LKG

I am writing to express my interest in enrolling my child, [Child's Name], into the LKG program at [School Name] for the academic year [Year].

[Child's Name] was born on [Date of Birth] and has shown great enthusiasm for learning and interacting with peers. We strongly believe that your school provides an excellent environment for nurturing young minds.

We would appreciate it if you could provide us with the necessary information regarding the admission process and any documents required. Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]