

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

The Admission Office

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

Subject: Application for LKG Admission

Dear [Admission Officer's Name],

I am writing to formally apply for admission to the LKG class for my child, [Child's Name], for the academic year [Year].

[Child's Name] is [Child's Age] years old and has shown great enthusiasm for learning and social interactions. I believe that [School Name] offers the ideal environment for [his/her] growth and development.

Please find attached [any necessary documents, e.g., birth certificate, previous school records, etc.].

We look forward to the opportunity of having [Child's Name] join your esteemed institution.

Thank you for considering our application.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]