

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

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

Dear [Principal's Name],

I hope this letter finds you well. I am writing to express my interest in securing admission for my child, [Child's Name], into the LKG program at [School Name] for the academic year [Year].

[Briefly introduce your child, including age and any relevant skills or interests.]

I believe that [School Name] offers an excellent foundation for early education, and I am impressed by [mention any specific programs, values, or facilities of the school that attracted you].

I would appreciate it if you could provide me with information regarding the admission process and any necessary documentation required.

Thank you for considering my request. I look forward to your positive response.

Sincerely,
[Your Name]