

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

Dear Admission Committee,

Subject: Application for LKG Admission for [Child'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], in the Lower Kindergarten (LKG) class for the academic year [Year].

[Child's Name] is [Age] years old and has shown great interest in learning and exploring new things. We believe that enrolling [him/her/them] in your esteemed institution will provide [him/her/them] with a nurturing environment that encourages holistic development.

We appreciate the values and educational philosophy upheld by [School Name] and are excited about the possibility of [Child's Name] contributing to and benefiting from this vibrant community.

Please find attached the necessary documents for your consideration. We look forward to the opportunity to discuss [Child's Name]'s admission further.

Thank you for considering our application.

Sincerely,

[Your Name]
[Your Relationship to the Child]