

[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],

Subject: Application for LKG Admission

I am writing to formally apply for admission of my child, [Child's Name], to the Lower Kindergarten (LKG) class at [School Name] for the academic year [Year].

[Child's Name] was born on [Date of Birth] and has shown a keen interest in [mention any relevant interests, skills, or activities]. We believe that [School Name] would provide an excellent environment for [him/her/them] to learn and grow.

We are impressed by the school's commitment to [mention any specific programs, values, or teaching philosophies] and are excited about the possibility of being part of such a nurturing community.

Please find attached the required documents for your perusal. We kindly request you to consider [Child's Name] for admission and would be grateful for the opportunity to discuss this further.

Thank you for considering our application.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]