

[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 Admission Officer,

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].

[Child's Name] was born on [Date of Birth] and has displayed a keen interest in learning and socializing with peers. We believe that your esteemed institution will provide the ideal environment for their growth and development.

We have heard excellent reviews about the curriculum and extracurricular activities offered at [School Name] and are very enthusiastic about the possibility of our child becoming a part of your school community.

Please find enclosed the required documents for the application process. We look forward to the opportunity for an interview and are happy to provide any additional information if necessary.

Thank you for considering our application.

Sincerely,

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