

[Your School's Letterhead]

[Date]

[Parent's Name]

[Parent's Address]

[City, State, Zip Code]

Dear [Parent's Name],

We are pleased to inform you that your child, [Child's Name], has been granted admission to the Lower Kindergarten (LKG) program for the academic year [Year]. We are excited to welcome your family into our school community.

Admission Details:

- **Child's Name:** [Child's Name]

- **Class:** Lower Kindergarten (LKG)

- **Start Date:** [Start Date]

- **Timings:** [School Timings]

Please find enclosed the necessary documents required for the admission process. We kindly request you to complete the following steps before [Deadline Date]:

1. Submit the signed admission form.
2. Provide a copy of the birth certificate.
3. Pay the registration fee of [Amount].

We encourage you to attend the orientation meeting scheduled for [Orientation Date] at [Orientation Time], where you will have the chance to meet the teachers and learn more about our curriculum and school policies.

Should you have any queries, feel free to contact us at [School's Contact Number] or [School's Email Address].

Congratulations once again, and we look forward to a wonderful journey together!

Warm regards,

[Your Name]

[Your Position]

[School Name]

[School's Contact Information]

[School's Website]