

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

The Principal

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

Subject: Application for LKG Admission

Dear [Principal's Name],

I am writing to request admission for my child, [Child's Name], into the LKG (Lower Kindergarten) for the academic year [Year]. We believe that [School Name] provides an excellent foundation for early education, and we are keen to have our child be a part of your esteemed institution. [Child's Name] was born on [Child's Date of Birth] and has demonstrated [briefly mention any relevant skills or interests of your child]. We are confident that [he/she/they] will thrive in your nurturing environment. Please find attached the required documents for the admission process. We look forward to your positive response and the opportunity for our child to join [School Name].

Thank you for considering our application.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]