

[School 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 successfully enrolled in the Lower Kindergarten (LKG) program for the academic year [Year].

Details of the Enrollment:

- \*\*Student Name:\*\* [Child's Name]
- \*\*Class:\*\* Lower Kindergarten (LKG)
- \*\*Roll Number:\*\* [Roll Number]
- \*\*Start Date:\*\* [Start Date]
- \*\*Timings:\*\* [Timings]

We kindly request you to attend an orientation session on [Orientation Date] at [Time]. This session will help you understand our curriculum, teaching methodologies, and other important information regarding your child's education.

Please feel free to contact us at [School Phone Number] or [School Email Address] if you have any questions.

We look forward to welcoming [Child's Name] to our school community!

Warm regards,

[Principal's Name]

[Designation]

[School Name]

[School Address]

[City, State, Zip Code]

[School Phone Number]

[School Website]