

[Your School's Letterhead]

[School Name]

[School Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Parent's Name]

[Parent's Address]

[City, State, Zip Code]

Dear [Parent's Name],

Subject: Admission Confirmation for LKG

We are pleased to inform you that your child, [Child's Name], has been granted admission to the Lower Kindergarten (LKG) program at [School Name] for the academic year [Year].

We appreciate your interest in our school and look forward to welcoming [Child's Name] to our learning community. Orientation details, including starting dates and requirements, will be shared with you shortly.

Thank you for choosing [School Name] for your child's early education.

Warm regards,

[Your Name]

[Your Position]

[School Name]