

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

[Principal's Name]
[School Name]
[School Address]
[City, State, ZIP Code]

Dear [Principal's Name],

I hope this letter finds you well. I am writing to formally request the admission of my child, [Child's Name], to the Lower Kindergarten (LKG) program at [School Name] for the academic year [year].

[Child's Name] was born on [Date of Birth], and we believe that [he/she/they] would greatly benefit from the holistic learning environment that your esteemed institution offers. After visiting the school and meeting with the staff, we are confident that [School Name] is the perfect place for [Child's Name] to begin [his/her/their] educational journey.

We kindly ask you to consider our application for admission and look forward to your positive response.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]