

[Your School's Letterhead]

[Date]

[Parent's Name]

[Address]

[City, State, Zip Code]

Dear [Parent's Name],

Subject: Admission Notice for LKG

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

Details of the Admission:

- ****Start Date:**** [Start Date]
- ****Class Timing:**** [Start Time] to [End Time]
- ****Location:**** [School Address]
- ****Required Documents:**** Please bring the following documents on the first day:
 1. Birth Certificate
 2. Aadhaar Card (if applicable)
 3. Recent Passport-sized Photograph

We invite you to attend an orientation program on [Orientation Date] at [Orientation Time] to familiarize yourselves with our school's policies, curriculum, and staff.

If you have any questions or require further assistance, please do not hesitate to contact our admission office at [Phone Number] or [Email Address].

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

Warm regards,

[Your Name]

[Your Designation]

[School Name]

[School Contact Information]