

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

The Admissions Office

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

Dear Admissions Committee,

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

[Child's Name] is currently [age] years old and has shown a keen interest in learning and participating in various activities. I believe that [School Name] is the perfect environment for fostering his/her growth due to its well-rounded curriculum and nurturing faculty.

We value the emphasis your school places on [mention any specific values, programs, or teaching methodologies of the school that attracted you], and we are eager for [Child's Name] to be part of such a vibrant learning community.

Please let us know if there are any further documents you require or any admissions procedures we should follow. We would be grateful for the opportunity to discuss our application in more detail.

Thank you for your time and consideration. We look forward to the possibility of [Child's Name] joining [School Name].

Warm regards,

[Your Name]

[Your Signature (if sending a hard copy)]