

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Guidance for PK Registration

Dear [Recipient's Name],

I hope this letter finds you well. We are pleased to provide you with the necessary guidance for the PK registration process. Below are the essential steps and requirements to ensure a smooth registration experience.

1. ****Eligibility Criteria:****

- Age requirement: Children must be [insert age range].
- Residency: Must reside in [insert area].

2. ****Required Documents:****

- Birth certificate of the child.
- Proof of residence (utility bill, lease agreement, etc.).
- Immunization records.

3. ****Registration Process:****

- Complete the PK registration form (attached).
- Submit the completed form along with the required documents to [insert submission location].
- Registration period: [insert start and end dates].

4. ****Important Dates:****

- Orientation for parents: [insert date].
- First day of school: [insert date].

If you have any questions or require further assistance, please do not hesitate to contact us at [insert contact information].

Thank you for your cooperation, and we look forward to welcoming you and your child.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Phone Number]

[Email Address]

Attachments: PK Registration Form