

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

Admissions Office
VK School

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

Dear Admissions Office,

Subject: Inquiry Regarding Admission Process

I hope this letter finds you well. My name is [Your Name], and I am interested in learning more about the admission process for my child, [Child's Name], for the upcoming academic year.

I would appreciate it if you could provide information regarding the following:

1. Admission requirements and deadlines
2. Available grades and classrooms
3. Tuition fees and payment options
4. Any orientation programs for new students and parents

Thank you for your attention to my inquiry. I look forward to your prompt response.

Sincerely,
[Your Name]