

School Admission Inquiry Letter Format for Kindergarten

Date: [Insert Date]

To,
The Principal,
[School Name],
[School Address],
[City], [State] [PIN Code]

Subject: Inquiry Regarding Kindergarten Admission

Respected Sir/Madam,

I am writing to inquire about the admission process for kindergarten at your esteemed institution for the academic year [mention year]. I am interested in enrolling my child, [Child's Name], who is currently [Child's Age] years old.

Kindly provide me with detailed information regarding the following:

- Eligibility criteria and age requirements for kindergarten admission
- Admission procedure and important dates
- List of documents required for application
- Fee structure and any other relevant information

I would appreciate it if you could send me a prospectus or guide me regarding the next steps in the admission process.

Looking forward to your prompt response.

Thank you.

Yours sincerely,

[Your Name]
[Contact Number]
[Email Address]
[Residential Address]