

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

The Principal  
Kendriya Vidyalaya Sangathan  
[School Address]  
[City, State, ZIP Code]

Subject: Application for Admission to Class 1

Respected Sir/Madam,

I am writing to formally apply for the admission of my child, [Child's Name], to Class 1 for the academic year [Year].

[Briefly introduce your child, mentioning age and any relevant background or interests.]

I believe that Kendriya Vidyalaya is the perfect institution to nurture my child's educational journey, given its commitment to excellence and holistic development.

Please find attached the necessary documents for your reference. I kindly request you to consider this application and grant admission to my child. Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]