

[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 the Position of Contract Teacher

Dear [Principal's Name],

I am writing to express my interest in the position of Contract Teacher at Kendriya Vidyalaya [School Name], as advertised on [where you found the job listing]. With a strong educational background and [number] years of teaching experience in [specific subject/field], I am excited about the opportunity to contribute to your esteemed institution.

In my previous role at [Previous School/Institution Name], I successfully [mention any relevant achievements or responsibilities]. I believe my skills in [mention specific teaching skills or methodologies] would be a valuable addition to your teaching team.

I am particularly drawn to the mission of Kendriya Vidyalaya Sangathan, which emphasizes [mention any specific value or mission of KVS that resonates with you]. I am eager to bring my expertise in [specific subject/field] and my passion for education to [School Name].

Enclosed with this letter are my resume and copies of my certifications for your review. I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of your school.

Thank you for considering my application. I hope to hear from you soon to schedule an interview.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]