

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

The Principal

Kendriya Vidyalaya [Specify the Name of the KV]

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

Subject: Application for Admission

Dear Sir/Madam,

I am writing to formally request for [admission/transfer etc.] for my
[son/daughter], [Child's Name], in [grade/class] for the academic year
[year].

[Briefly explain your reason for the application, any relevant details,
and specify any documents you have attached].

Thank you for considering my application. I look forward to your positive
response.

Sincerely,
[Your Name]