

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

The Principal

[School Name]
[School Address]
[City, State, ZIP Code]

Subject: Request for Endorsement for KVS Application

Dear [Principal's Name],

I hope this letter finds you in good health and spirits. I am writing to formally request your endorsement for my application to the Kendriya Vidyalaya Sangathan (KVS).

I am [Your Name], a [Your Position/Title] at [Your Institution/Organization] and have been actively involved in [briefly describe your experience and involvement with education/teaching/other relevant fields]. I am enthusiastic about the opportunity to contribute to the KVS system through [briefly explain your objective or reason for applying].

I believe that your endorsement would significantly strengthen my application and showcase my dedication to the values and mission of KVS.

I would be grateful if we could arrange a meeting to discuss this further, or I would be happy to provide any additional information you may need to facilitate this endorsement.

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

Sincerely,

[Your Name]
[Your Position/Title]
[Your Institution/Organization]