

[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 Kendriya Vidyalaya

Dear [Principal's Name],

I am writing to formally request admission for my child, [Child's Name], to [class/grade] at Kendriya Vidyalaya for the academic year [Year].

[Provide a brief introduction about your child, including age and any relevant background information or achievements.]

We believe that Kendriya Vidyalaya's focus on academic excellence and holistic development will provide the ideal environment for [Child's Name] to thrive.

[Include any specific reasons for choosing Kendriya Vidyalaya and how it aligns with your child's needs or aspirations.]

We respectfully request you to consider [Child's Name] for admission.

Enclosed are the necessary documents for your reference.

Thank you for your time and consideration. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]