

[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/Grade]

Dear [Principal's Name],

I am writing to formally apply for admission for my child, [Child's Name], to [Class/Grade] at Kendriya Vidyalaya [School Name] for the academic year [Year/Session].

[Introduce your child briefly: age, current school, etc.]

[Describe your reasons for choosing Kendriya Vidyalaya and what you hope for your child's education.]

I have attached the necessary documents for your reference, including [mention any relevant documents such as birth certificate, report cards, etc.].

Thank you for considering this application. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]