

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

The Principal
[Kendriya Vidyalaya Name]
[School Address]
[City, State, Zip Code]

Dear [Principal's Name],

Subject: Application for Admission in Kendriya Vidyalaya

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

[Briefly introduce your child and provide relevant details such as age, background, and any particular achievements or interests that support your application.]

I believe that Kendriya Vidyalaya would provide an excellent educational environment for my child, fostering academic growth and holistic development.

[You can also mention any specific reason for choosing Kendriya Vidyalaya, such as its educational philosophy, teaching staff, extracurricular activities, etc.]

I have attached the necessary documents for your consideration.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]