

[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: Request for Approval for [Specify Purpose]

Dear [Principal's Name],

I am writing to formally request your approval for [briefly describe the purpose, e.g., a school trip, event, project, etc.].

Details of the Request:

1. Purpose: [Explain the purpose and significance]
2. Date: [Specify date(s)]
3. Location: [Provide location if applicable]
4. Participants: [List participants, e.g., students, teachers]
5. Budget: [Outline estimated costs and funding sources if needed]
6. Additional Information: [Include relevant details like safety measures, educational benefits, etc.]

I believe this request aligns with our institution's goals and will greatly benefit our students. I kindly ask for your consideration and approval.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position, e.g., Teacher, Parent, etc.]