

[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 express my interest in seeking admission for my child,  
[Child's Name], in [Class/Grade] for the academic year [Year].

[Optional: Brief introduction about your child and their background.]

We believe that Kendriya Vidyalaya's commitment to excellence in  
education will provide [Child's Name] with the foundation necessary for  
their academic growth and personal development.

Attached are the required documents for your consideration:

1. [Document 1]
2. [Document 2]
3. [Document 3]

We hope for a favorable response regarding our application. Thank you for  
considering our request.

Sincerely,  
[Your Name]