

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Principal's Name]  
[Kendriya Vidyalaya Sangathan]  
[School's Address]  
[City, State, Zip Code]

Dear [Principal's Name],

Subject: Application for the Post of [Subject/Position] Teacher

I am writing to express my interest in the [Subject/Position] teacher position at Kendriya Vidyalaya [school name], as advertised [where you found the job listing]. I hold a [Your Degree] in [Your Subject] and have [number] years of teaching experience at [your previous institution/organization].

I am passionate about educating and inspiring students, and I strive to create a positive and engaging learning environment. I am proficient in [mention relevant skills or methodologies] and look forward to contributing to the academic excellence of your esteemed institution. Attached are my resume and relevant documents for your review. I am eager to discuss how my background, skills, and enthusiasms align with the requirements of the position.

Thank you for considering my application. I hope to bring my expertise to Kendriya Vidyalaya and work towards the holistic development of students.

Sincerely,  
[Your Name]