

[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 request admission for my child, [Child's Name], to [Class/Grade] at Kendriya Vidyalaya [School Name] for the academic year [Year].

[Optional: Briefly introduce your child and mention any relevant background information, achievements, or interests.]

I believe that Kendriya Vidyalaya provides an excellent educational environment that aligns with our values and aspirations for [Child's Name]. I have attached all necessary documents for your consideration.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]