

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

The Principal

Kendriya Vidyalaya [Name of the School]

[School Address]

[City, State, Zip Code]

Subject: Admission Inquiry for [Class/Grade]

Dear [Principal's Name],

I hope this letter finds you well. I am writing to inquire about the admission process for my child, [Child's Name], for the academic year [Year], specifically for [Class/Grade].

We are interested in understanding the eligibility criteria, application dates, and any other relevant information regarding the admissions.

I would appreciate it if you could provide us with the necessary details and guide us on the next steps.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]