

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Principal's Name]
Kendriya Vidyalaya [School Name]
[School Address]
[City, State, Zip Code]
Subject: Appeal for Admission to [Grade/Class]
Dear [Principal's Name],
I hope this letter finds you well. I am writing to formally appeal for the admission of my child, [Child's Name], to [Grade/Class] at Kendriya Vidyalaya [School Name] for the academic year [Year].
[Briefly explain the reason for the appeal, e.g., previous admission rejection, special circumstances, etc. Include any relevant details that support your case.]
We believe that [Child's Name] would greatly benefit from the outstanding educational environment and values that Kendriya Vidyalaya upholds.
Thank you for considering our appeal. We hope for a favorable response.
Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]