

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

The Principal

Kendriya Vidyalaya [School Name]

[School Address]

[City, State, Zip Code]

Subject: Application for Admission to Class [Class/Grade]

Dear [Principal's Name],

I am writing to formally apply for the admission of my child, [Child's Name], to Class [Class/Grade] at Kendriya Vidyalaya [School Name] for the academic year [Year].

[Optional: Briefly introduce your child and explain why you are seeking admission at this school. Mention any specific reasons, such as the school's reputation, extracurricular programs, etc.]

I have attached all the necessary documents, including [list documents like birth certificate, previous school report, etc.], to support this application.

We would be grateful for your consideration and look forward to the opportunity for [Child's Name] to be part of your esteemed institution.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]