

[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 submit my application for admission to Class [Class/Grade] for my child, [Child's Name], who was born on [Date of Birth]. We are keen on enrolling [him/her] at Kendriya Vidyalaya due to its esteemed reputation for academic excellence and holistic development. [Provide a brief paragraph about your child's interests, strengths, and any relevant background that highlights why you believe they would be a good fit for the school.]

I have attached all required documents, including [list any documents like birth certificate, report cards, etc.], for your reference. Please let me know if any additional information is needed.

We would be grateful for the opportunity to join your esteemed institution and eagerly await your positive response.

Thank you for considering our application.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

[Your Relationship to the Child]