

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]

To,

The Principal,
Kendriya Vidyalaya [School Name]
[School Address]
[City, State, ZIP Code]

Subject: Application for Admission to Change School

Respected Sir/Madam,

I hope this letter finds you well. I am writing to request the admission of my child, [Child's Full Name], into Kendriya Vidyalaya [School Name] for the academic year [Year]. Due to [reason for changing schools, e.g., transfer of parents, relocation], we are seeking to enroll [him/her] in your esteemed institution.

[Child's Full Name] is currently studying in [Current School's Name] in [Current Class/Grade]. [He/She] has shown remarkable progress in [mention any relevant subjects or extracurricular activities] and would greatly benefit from the educational environment at Kendriya Vidyalaya.

We kindly request you to consider our application for admission. Attached are the necessary documents for your reference:

1. Transfer Certificate from current school
2. Birth Certificate
3. Mark sheets of previous classes
4. Passport-sized photographs

We would appreciate the opportunity to discuss this further at your convenience. Thank you for considering our request.

Yours sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Contact Number]