

[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/Grade]

Dear Sir/Madam,

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

[In this paragraph, provide a brief introduction about your child, including age, interests, and any relevant background information.]

I believe that Kendriya Vidyalaya offers an excellent environment for my child's educational and personal growth. [Mention any specific reasons why you have chosen this school.]

Please find enclosed the necessary documents for the admission process as per your requirements:

1. Birth Certificate
2. Proof of Residence
3. Previous Academic Records
4. Caste/Community Certificate (if applicable)
5. Any other relevant documents

I kindly request you to consider my application for admission and grant an opportunity for my child to be a part of your esteemed institution.

Thank you for your time and consideration. I look forward to your positive response.

Yours sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

[Relationship to the Child]