

[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: Admission Application for [Child's Name] - Class [Class/Grade]

Dear [Principal's Name],

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

[Child's Name] was born on [Date of Birth] and is currently studying at [Current School Name/Last Class Attended].

Please find attached the necessary documents for your consideration:

1. Birth Certificate
2. Previous School Leaving Certificate
3. Recent Passport-sized Photographs
4. [Any other relevant documents]

We believe that Kendriya Vidyalaya [School Name] will provide an excellent educational foundation and extracurricular opportunities for our child.

Thank you for considering our application. We are looking forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]