

[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/Grade]

Dear [Principal's Name],

I hope this letter finds you well. I am writing to formally request admission for my child, [Child's Name], in [Class/Grade] for the academic year [Year].

[Briefly introduce your child and their achievements, interests, or any relevant information].

We believe that Kendriya Vidyalaya's educational philosophy and values align perfectly with our aspirations for [Child's Name].

Please find attached the necessary documents required for the admission process. I would appreciate your consideration of our application.

Thank you for your time and support.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]