

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Principal's Name]
Kendriya Vidyalaya [School Name]
[School Address]
[City, State, Zip Code]
Dear [Principal's Name],
Subject: Admission Request for [Child's Name] in [Class/Grade]
I hope this letter finds you in good health and spirits. 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].
[Brief introduction of your child, including age and any relevant background information.]
We believe that Kendriya Vidyalaya's commitment to academic excellence and holistic development aligns with our values as parents. [Mention any specific programs or values of the school that resonate with you.]
Enclosed with this letter are [mention any documents you are attaching, such as birth certificate, report cards, etc.], which I hope will aid in the admission process.
We would be grateful for the opportunity to discuss this further and explore the possibility of [Child's Name] becoming a part of your esteemed institution. Thank you for considering our request.
Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]