

[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 Query for [Child's Name]

Dear [Principal's Name],

I hope this letter finds you in good health. I am writing to inquire about the admission process for my child, [Child's Name], who is seeking to enroll in [Grade/Class] at Kendriya Vidyalaya [School Name] for the academic year [Year].

We are particularly interested in understanding the eligibility criteria, application procedures, and important deadlines. Additionally, we would appreciate any information regarding available seats, admission tests, or interviews that may be part of the process.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]