

[Your Name]  
[Your Position]  
[Your Institution]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Title/Position]  
Kendriya Vidyalaya [Name of the Branch]  
[School Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Student's Name] for admission to Kendriya Vidyalaya. I have had the pleasure of knowing [him/her/them] for [duration] as [his/her/their] [teacher/mentor/etc.] at [Your Institution's Name].

[Student's Name] has consistently shown [describe qualities such as diligence, enthusiasm, leadership, etc.]. [He/She/They] excel in [specific subjects or areas], demonstrating a strong commitment to [his/her/their] studies and an eagerness to learn.

In addition to [his/her/their] academic strengths, [Student's Name] is an active participant in [extra-curricular activities, sports, etc.], showcasing [his/her/their] well-rounded character. [Provide an example or situation that illustrates these points].

I believe that [Student's Name] would be a wonderful addition to your school and would thrive in the environment that Kendriya Vidyalaya offers. [He/She/They] possesses a strong potential that I am confident will lead to great contributions to your esteemed institution.

Thank you for considering this recommendation. Please feel free to contact me if you need any more information.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Name]