

[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 Request for [Child's Name] in [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 explain your reasons for choosing Kendriya Vidyalaya, any relevant background about your child, and any special circumstances.]

We understand that the admission process is competitive, and we assure you that we will comply with all requisite formalities. We would be grateful if you could consider our application.

Thank you for your time and consideration. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]