

[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 [Class/Grade]

Dear Sir/Madam,

I am writing to formally apply for the admission of my child, [Child's Name], to Class [Class/Grade] at Kendriya Vidyalaya [School Name] for the academic year [Year].

[Briefly explain your reasons for choosing KVS and any relevant information about your child, such as achievements or interests.]

Enclosed are the required documents for your review:

1. [Document 1]
2. [Document 2]
3. [Document 3]

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]