

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

The Principal
Kendriya Vidyalaya Sangathan
[School Address]
[City, State, Zip Code]

Subject: Application for Admission to [Class/Grade]

Dear [Principal's Name],

I am writing to formally request admission for my child, [Child's Full Name], in [Class/Grade] for the academic year [Year].

[Briefly explain reasons for admission and any relevant details about the child's background or achievements.]

We believe that Kendriya Vidyalaya's academic environment will be immensely beneficial for [Child's Name] and align with our educational aspirations.

Please find attached the required documents for your consideration. Thank you for considering our application. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]