

[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: Inquiry Regarding Admission for [Class/Grade]

Dear [Principal's Name],

I hope this letter finds you well. I am writing to inquire about the admission process for my child, [Child's Name], who is seeking admission to [Class/Grade] at Kendriya Vidyalaya for the academic year [Year]. I would appreciate it if you could provide me with information regarding the following:

1. Admission criteria and eligibility
2. Application forms and deadlines
3. Important dates for entrance exams or interviews
4. Any other relevant details regarding the admission process

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]