

[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: Intention Letter for Admission to Kendriya Vidyalaya

Dear [Principal's Name],

I hope this letter finds you in good health and spirits. I am writing to express my intention to seek admission for my child, [Child's Name], to Kendriya Vidyalaya [School Name] for the academic year [Year].

[Briefly introduce your child and their current educational background.]

We have chosen Kendriya Vidyalaya due to its excellent academic track record, holistic development approach, and emphasis on value-based education. We believe that this institution is well-suited to provide [Child's Name] with a nurturing and stimulating environment.

[Optional: Mention any specific reasons for choosing this particular school or any personal connection.]

We are keen on enrolling [Child's Name] in [specific class or grade], and we appreciate any guidance on the admission process and necessary documentation required.

Thank you for considering our intention to admit our child to your esteemed institution. We look forward to your positive response.

Warm regards,

[Your Name]

[Signature (if sending a hard copy)]