

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

[Recipient Name]
[Recipient Title]

Kendriya Vidyalaya Sangathan

[School Address]
[City, State, ZIP Code]

Subject: Admission Letter for Non-Residents

Dear [Recipient Name],

I am writing to formally confirm the admission of my child, [Child's Name], in [Class/Grade], for the academic year [Year] at Kendriya Vidyalaya [School Name], as a non-resident applicant.

Please find enclosed the necessary documents as required for the admission process, including:

1. Completed Admission Form
2. Birth Certificate of [Child's Name]
3. Previous Academic Records
4. Address Proof
5. Identity Proof of Parents/Guardians

We understand and agree to comply with the school's policies and regulations. We appreciate your assistance and look forward to a positive response regarding the admission.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]