

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

To,

The Principal

Kendriya Vidyalaya [School Name]

[School Address]

[City, State, Zip Code]

Subject: Admission Request for [Child's Name]

Dear Sir/Madam,

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

[Child's Name] is currently [Age] years old and has shown a keen interest in [mention any relevant activities or subjects]. I believe that the educational environment and holistic approach of Kendriya Vidyalaya will greatly benefit [him/her].

Enclosed with this letter are the necessary documents as per the admission guidelines:

1. Birth Certificate
2. Previous School Records
3. Passport Size Photographs
4. Latest Domicile Certificate
5. Any other relevant documents

I kindly request you to consider [Child's Name] for admission and provide an opportunity for him/her to be part of your esteemed institution.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Relationship to Child]