

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

Subject: KVS Admission Letter for Late Application

Dear [Principal's Name],

I hope this letter finds you well. I am writing to formally request admission for my child, [Child's Name], for the [Grade/Class] at [School Name] for the academic year [Year]. Due to [brief explanation of reason for late application], we were unable to submit the application by the initial deadline.

We have a strong belief that [School Name] provides the best environment and quality of education that will benefit [Child's Name]'s growth and academic journey. We assure you that we are committed to supporting and contributing positively to the school community.

Attached with this letter are all necessary documents, including:

- Completed Admission Form
- [Other required documents]

I kindly request your leniency and support in considering this late application. We appreciate your understanding and look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]