

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

The Principal

[School Name]

Kendriya Vidyalaya

[School Address]

[City, State, Zip Code]

Subject: Admission Application for Sibling Preference

Dear [Principal's Name],

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

As per the guidelines for sibling preference, I would like to highlight that my [relation, e.g., "eldest child," "son," "daughter"], [Sibling's Name], is currently enrolled in [Class/Grade] at your esteemed institution. We believe that continuing in the same school would provide a conducive learning environment for both children and strengthen their sibling bond.

Please find attached the necessary documents to support our application, including proof of sibling enrollment and other required forms.

We hope for a favorable consideration of our request and look forward to your prompt response.

Thank you for your attention to this matter.

Yours sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

[Relationship to Child]