

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

[Admissions Office]
Kendriya Vidyalaya Sangathan
[School Address]
[City, State, Zip Code]

Subject: Admission Letter for [Child's Name]

Dear [Admission Officer's Name or "Admissions Committee"],
I am writing to formally accept the offer of admission for my child,
[Child's Full Name], to [Class/Grade] at Kendriya Vidyalaya [School Name]
for the academic year [Year]. We are excited about the opportunity for
[Child's Name] to join your esteemed institution.

In support of this admission, I am submitting the following documents:

1. A copy of the birth certificate
2. Transfer certificate from the previous school
3. Mark sheet of the previous class
4. Passport-sized photographs (as per requirements)
5. Aadhar card (if applicable)
6. Any other relevant documents

Please let me know if any further information or documentation is
required.

Thank you for this opportunity, and we look forward to being a part of
the Kendriya Vidyalaya community.

Warm regards,
[Your Signature (if sending a hard copy)]
[Your Printed Name]