

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

To,

The Principal,  
[Kendriya Vidyalaya Name]  
[School Address]  
[City, State, ZIP Code]

Subject: Appeal for Admission Rejection for [Child's Name]

Respected Sir/Madam,

I am writing to formally appeal the decision regarding my child, [Child's Name], who was denied admission to [Class/Grade] for the academic year [Year].

[Briefly explain the reason for the rejection as you understand it, and express your disappointment.]

[State any relevant information or circumstances that should be considered in support of your appeal, such as special achievements, family circumstances, or reasons why you believe your child should be admitted.]

I kindly request you to reconsider the admission decision and provide [Child's Name] an opportunity to study at your esteemed institution.

Thank you for your time and consideration.

Sincerely,

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