

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

The Principal

Kendriya Vidyalaya [School Name]

[School Address]

[City, State, Zip Code]

Subject: Request for Admission in Kendriya Vidyalaya

Dear [Principal's Name],

I am writing to formally request admission for my child, [Child's Name], into [Grade/Class] for the academic year [Year].

[Provide a brief introduction about your child and any relevant background information].

We are particularly interested in Kendriya Vidyalaya because [mention reasons for choosing the school, such as its educational approach, values, etc.].

[If applicable, mention any important documents or information you have enclosed, like transfer certificates, report cards, etc.].

I kindly request you to consider our application and grant admission to my child.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]