

[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: Admission Application for [Child's Name]

Dear [Principal's Name],

I am writing to formally apply for admission to Kendriya Vidyalaya for my child, [Child's Name], for the academic year [Year].

[Provide a brief introduction about your child, including their age, current school (if applicable), and any relevant achievements or interests.]

We believe that Kendriya Vidyalaya's emphasis on holistic education aligns with our values, and we are eager for [Child's Name] to benefit from the school's excellent academic environment and extracurricular opportunities.

Please find attached the necessary documents for the admission process.

We are looking forward to your positive response.

Thank you for considering our application.

Sincerely,

[Your Name]