

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

Principal

Kendriya Vidyalaya [School Name]

[School Address]

[City, State, Zip Code]

Dear [Principal's Name],

Subject: Admission Confirmation for [Student's Name]

I am pleased to confirm the admission of my child, [Student's Name], in
Class [Class/Grade] at Kendriya Vidyalaya [School Name] for the academic
year [Year].

We appreciate the opportunity provided by the school and look forward to
a fruitful academic journey ahead.

Thank you for your support.

Sincerely,

[Your Name]

[Your Contact Number]