

[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 Inquiry for [Child's Name]

Dear [Principal's Name],

I hope this letter finds you well. I am writing to inquire about the admission process for my child, [Child's Name], who is interested in joining Kendriya Vidyalaya for the academic year [Year].

Could you please provide the following details regarding the admission process:

1. Eligibility criteria for admission
2. Important dates for application submission and entrance tests (if applicable)
3. Information regarding the curriculum and extracurricular activities offered
4. Any documentation required for the admission process

Thank you for your assistance. I look forward to your timely response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]