

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

To,

The Principal,

Kendriya Vidyalaya [School Name],

[School Address],

[City, State, Zip Code]

Subject: Admission Interest for [Class/Grade]

Dear [Principal's Name],

I hope this letter finds you in good health. I am writing to express my interest in seeking admission for my child, [Child's Name], in [Class/Grade] for the academic year [Year].

[Briefly introduce your child and their current educational background. Mention any relevant achievements or interests that may support your application.]

We are particularly interested in Kendriya Vidyalaya because of [briefly discuss reasons for choosing the school, such as its reputation, approach to education, extracurricular activities, etc.].

I kindly request you to consider my application for admission. Please let me know if there are any forms or formalities I should complete or if there is an opportunity for a personal meeting.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]