

[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 Request for [Class/Grade]

Dear Principal,

I hope this letter finds you in good health. I am writing to formally request the admission of my child, [Child's Name], to [Class/Grade] at Kendriya Vidyalaya [School Name] for the academic year [Year].

[Briefly introduce your child and mention any pertinent details, such as age, educational background, or special achievements.]

We are particularly drawn to Kendriya Vidyalaya due to [mention any specific reasons such as school's reputation, curriculum, extracurricular activities, etc.].

I kindly request you to consider my request and grant admission to my child. Attached are the necessary documents for your reference.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]