

[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: Inquiry Regarding Admission Status for [Your Child's Name]

Dear [Principal's Name],

I hope this letter finds you well. I am writing to inquire about the admission status for my child, [Your Child's Name], who applied for admission to [Class/Grade] at Kendriya Vidyalaya [School Name] for the academic year [Year].

We submitted the application on [Submission Date] and are eagerly awaiting any updates regarding the admission process. Understanding the status will help us plan accordingly.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]