

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

The Principal

Kendriya Vidyalaya

[School Address]
[City, State, Zip Code]

Subject: Request for Admission Transfer

Respected Sir/Madam,

I, [Your Name], am writing to formally request the transfer of my child, [Child's Name], who is currently enrolled in [Current Class/Grade] at [Current School Name]. Due to [reason for transfer], we would like to transfer him/her to Kendriya Vidyalaya [desired location or KV name]. Details of my child's current enrollment are as follows:

- Name of Student: [Child's Name]
- Current Class: [Current Class/Grade]
- Roll Number: [Roll Number]
- Date of Birth: [Child's Date of Birth]
- Current School Name: [Current School Name]
- Address of Current School: [Current School Address]

We believe that Kendriya Vidyalaya will provide a suitable environment for [Child's Name] to continue his/her education. Attached are the necessary documents needed for the transfer process, including the transfer certificate from the current school.

We kindly request your cooperation in facilitating this transfer and hope for a positive response.

Thank you for your attention to this matter.

Sincerely,

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