

[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: Application for Enrollment in Kendriya Vidyalaya

Dear [Principal's Name],

I hope this letter finds you well. I am writing to formally express my interest in enrolling my child, [Child's Full Name], into Kendriya Vidyalaya for the academic year [Year].

[Child's Full Name] is currently in [Current Grade/Class] and is [Age] years old. We believe that Kendriya Vidyalaya, with its commitment to academic excellence and holistic development, would be the ideal environment for my child's growth.

Please find attached the required documents for your review. If there are any additional forms or requirements needed, please do not hesitate to contact me.

Thank you for considering our application. We look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]