

[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 in good health and high spirits. I am writing to formally request enrollment for my child, [Child's Full Name], in the [Grade/Class] for the academic year [Year].

[Provide a brief introduction about your child, their interests, and why you believe Kendriya Vidyalaya is a suitable choice for their education.]

I kindly request you to consider our application and guide us through the enrollment process. We look forward to the opportunity for our child to be a part of the esteemed institution and benefit from its academic excellence.

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

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to the Child]