

****KV Admission Letter Template****

[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]

Dear Principal [Principal's Name],

Subject: Application for Admission to Class [Class Name]

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

[Child's Name] is currently [Age] years old and has recently completed [Previous Class/Standard] at [Previous School Name]. We believe that KV's commitment to quality education and holistic development aligns perfectly with our aspirations for [Child's Name].

Attached to this letter are the essential documents required for the admission process, including:

1. Birth Certificate
2. Previous Class Marksheet
3. Transfer Certificate
4. Passport size photographs
5. Caste Certificate (if applicable)

We would be grateful if you could consider our application positively.

Please let us know if any further information or documents are required.

Thank you for your time and consideration. We look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]