

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

Dear [Recipient Name],

Subject: Enrollment in Kendriya Vidyalaya

I hope this letter finds you well. I am writing to formally request the enrollment of my child, [Child's Full Name], in class [Class/Grade] at Kendriya Vidyalaya for the academic year [Year].

[Child's Full Name] is [Age] years old and has completed [Previous Class/School]. We believe that Kendriya Vidyalaya's educational environment and values align perfectly with our aspirations for his/her education.

Attached to this letter are the necessary documents for your review:

1. Copy of Birth Certificate
2. Previous School Report Card
3. Address Proof
4. Transfer Certificate (if applicable)

We kindly request you to consider our application for enrollment. If there are any further steps or documentation required, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address]. Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]