

****KV School Enrollment Request Template****

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

****To****

The Principal

Kendriya Vidyalaya [School Name]

[School Address]

[City, State, Zip Code]

Subject: Enrollment Request for [Child's Name] for the Academic Year

[Year]

Dear [Principal's Name],

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

****Child's Details:****

- Full Name: [Child's Name]
- Date of Birth: [Child's Date of Birth]
- Previous School Attended: [Previous School Name]
- Grade Completed: [Grade Completed]

****Reason for Enrollment:****

[Brief explanation of the reason for seeking admission at Kendriya Vidyalaya, such as relocation, preference for the school's curriculum, etc.]

I have attached the necessary documents for your reference, including:

1. Copy of Birth Certificate
2. Transfer Certificate from previous school
3. Recent passport-sized photographs
4. Any other relevant documents

I kindly request you to consider my application and grant my child admission to your esteemed institution. Thank you for your attention to this matter. I look forward to your positive response.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to the Child]