

[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 Admission to Class [Class Name/Grade]

Dear [Principal's Name],

I am writing to formally request admission for my child, [Child's Name], to Class [Class Name/Grade] at Kendriya Vidyalaya [School Name] for the academic year [Year].

[Optional Paragraph: Briefly introduce your child and their interests or achievements, if applicable.]

We believe that Kendriya Vidyalaya's focus on holistic development and quality education aligns perfectly with our aspirations for [Child's Name].

Please find attached the necessary documents for your reference. We hope for a positive consideration of our application.

Thank you for your attention.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]