

[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 Sir/Madam,

I, [Your Name], would like to formally apply for the enrollment of my child, [Child's Name], in [Grade/Class] for the academic year [Year].

[Briefly explain the reasons for choosing Kendriya Vidyalaya and your child's academic interests.]

Attached are the necessary documents for your review, including:

1. Copy of Birth Certificate
2. Transfer Certificate (if applicable)
3. Previous Academic Records
4. Any other relevant documents

I kindly request you to consider my application and look forward to your positive response.

Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]