

[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 [Principal's Name],

I hope this letter finds you well. I am writing to request enrollment for my child, [Child's Name], in the [specific class, e.g., 1st grade] at Kendriya Vidyalaya for the academic year [Year].

[Briefly explain the reason for choosing Kendriya Vidyalaya and any relevant information about your child, such as interests or achievements.]

We believe that Kendriya Vidyalaya's values and curriculum would be an excellent fit for my child's education.

Please find attached the necessary documents for the enrollment process.

We kindly request your consideration and look forward to your positive response.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]