

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

[Principal's Name]  
[School's Name]  
[School's Address]  
[City, State, Zip Code]

Dear [Principal's Name],

I hope this message finds you well. I am writing to inquire about the enrollment process for my child, [Child's Name], in the K.V. (Kendriya Vidyalaya) system for the upcoming academic year. We are interested in understanding the eligibility criteria, application deadlines, and any necessary documentation required for admission.

Additionally, I would appreciate any information regarding the curriculum, extracurricular activities, and the school's overall approach to student development.

Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,  
[Your Name]