

[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: Enrollment Request for [Student's Name]

Dear [Principal's Name],

I am writing to request the enrollment of my child, [Student's Name], in [Grade/Class] at Kendriya Vidyalaya [School Name] for the academic year [Year].

[Brief paragraph about your child, including their previous school, achievements, and why you wish to enroll them in KV.]

We believe that the values and education provided at Kendriya Vidyalaya will greatly benefit our child's development and academic growth.

Please find attached the necessary documents for the enrollment process.

We would appreciate your consideration of our request, and we look forward to your positive response.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]