

[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]

Dear Principal [Last Name],

Subject: Inquiry Regarding Admission to Kendriya Vidyalaya

I hope this letter finds you well. I am writing to inquire about the admission process for my child, [Child's Name], who is seeking admission to [Class/Grade] for the academic year [Year].

I would like to know about the eligibility criteria, important dates, and any other necessary documents required for the application process.

Additionally, information on the school's curriculum, extracurricular activities, and facilities would be greatly appreciated.

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

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]