

[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's Name],

Subject: Enrollment Application for [Child's Name]

I hope this letter finds you well. I am writing to formally apply for the enrollment of my child, [Child's Name], in [Grade/Class Name] for the academic year [Year].

[Child's Name] is currently [Age] years old and has shown great enthusiasm for learning and participating in various extracurricular activities. We believe that Kendriya Vidyalaya will provide the perfect environment for [his/her] growth and development.

Attached to this letter are [list any documents you are including, e.g., birth certificate, previous school report card, etc.]. If you require any further information or documentation, please do not hesitate to contact me.

Thank you for considering our application. We look forward to the opportunity for [Child's Name] to join the Kendriya Vidyalaya community.

Warm regards,

[Your Full Name]

[Your Signature (if sending a hard copy)]