

REQUEST FOR ADDRESS CHANGE

The Principal
S.I.S.J.M.P School (10+2)
Karamsar (Rara Sahib) 141117

Subject: - Request for Address Change in the School Records

Dear Sir

I,parent ofstudying
in class.....Section.....Admn No.....would request you to kindly update my address
in the school record.

My previous address was:

.....

My new address is :

.....

I am attaching the following document(s) for the same.

Affidavit for address change

Any Other,

Reason for the change in Address:

.....

I understand that this process will take 5 working days.

Thank you,

Yours Sincerely,

(Name & signature of Parent)

Name

Date of Submission

Address:

.....

Contact No: