

REQUEST FOR ADDRESS CHANGE

To

The Principal

Delhi Public School NTPC Farakka
Post-Nabarun, City-Farakka,
Dist-Murshidabad, Sate-West Bengal,
PIN -742236

Dear Sir/ Madam,

SUBJECT : REQUEST FOR ADDRESS CHANGE IN THE SCHOOL RECORDS

I,..... parent of studying 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.

- Current or last month Electricity bill
- Current or last month MTNL telephone bill
- Current or last month Water bill
- Property papers
- Any Other,

At least one of the these document is mandatory to be submitted, in original/attested by parents

Reason for the change in Address:
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I understand that this process will take 5 working days. Thank you,

Yours sincerely,

(Name & signature of Parent)

Relation with student :.....

Date of Submission :.....

E-mail Address :.....

Contact No :.....