

REQUEST FOR NAME CHANGE

The Principal

The Heritage School,

Rohini, New Delhi – 110085

Subject : Request for Name Change in the School Records

Dear Madam

I,..... parent of studying in Class.....Section.....Admn. no.would request you to kindly update the change in name in the school record.

(Please tick the Category)

Name change of Parent **Name change of Child**

Previous Name :

New Name :

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

- Court Affidavit (Mandatory)**
- News paper cutting (Mandatory)**
- Any Other**

Reason for the change in name:

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I understand that this process will take 5 working days.

Thank you,

Yours sincerely,

(Name & signature of Parent)

Date of Submission:.....

Address:.....

.....

Contact No:.....