

REQUEST FOR ADDRESS CHANGE

The Principal

The Heritage School,

Rohini, New Delhi – 110085

Subject : Request for Address Change in the School Records

Dear Madam

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.

- Ration Card (issued in the name of parent (either of the parents of the child) having name of child.)
- Valid Passport Copy
- Voter I/Card (of either of the parents of the child)
- Electricity Bill in the name of either of the parents of the child.
- MTNL Bill in the name of either of the parents of the child.
- Water Bill in the name of either of the parents of the child.
- Aadhar Card/UID Card issued in the name of either of the parents of the child.
- Property papers, in the name of either of the parents of the child

Reason for the change in Address:

I understand that this process will take 5 working days.

Thank you,

Yours sincerely,

(Name & signature of Parent)

Date of Submission:.....

Address:.....

Contact No:.....