**Request Letter for Change of the Name in School Records**

From,

Your Name:

Class:

Date:

To,

The Principal, (School/College Name) Address:

Subject: Request for Changing Name Dear Sir/Madam,

With due respect, it is to be stated that my name has been changed from ”(new name)” to “(old Name)”. I request you to change my name on all the official records of the school/college. I shall be very grateful to you in this regard.

Thanking you in anticipation. Yours obediently,

Name: Class: