

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:

