

Sample Application for Name Change in School

From,

Name:

Class:

Date: 24th Jan. 2019

To,

The Principal,

Happy House School System

New Campus, Delhi

Subject: Request for Changing Name

Dear Madam,

With due respect, it is to be stated that my name has been changed from “XYZ” to “ABC”. I request you to change my name to all the officials of the school.

I also request you to change the name on all the school records so that it does not cause any problem in the future. I shall be very grateful to you in this regard.

Thanking you in anticipation.

Yours obediently,

ABC

Class 9- G

