

Request for change in Communication Address

Date:.....

To
The Principal
Bal Bhavan International School
N.H-1, G.T. Road, Gannaur,
Distt. Sonipat, Haryana-131101

Subject: Request for change in Communication address in the School Records

Dear Sir/ Madam

I parent of
Studying in Class Section Admission No. would request you to kindly
update our communication address in the school record.

My new Communication Address is:

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.....

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

- Ration card issued in the name of parent (mother / father having name of the child).
- Domicile certificate of the child or his/her parent.
- Voter Identity card of any of the parent.
- Current or last month Electricity bill / Telephone bill / Water bill.
- Unique identity card of Mother / Father / Child issued by the Govt. of India (Aadhaar Card).
- Photocopy of Passport in the name of Father / Mother / Child.
- Any other,

Reason for the change in address
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I understand that this process of change in address will b
e done after the checking and verification of documents and proofs submitted by us. (Self attested)
I stand in cooperation with school norms.

Thanking you

Yours sincerely

(Name & Signature of parent)

Address:
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Contact No.