

Request for Change of Contact No. (s)

Date:.....

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

Subject: Request for change of Contact no. (s) in the School Records

Dear Sir/ Madam

I parent of
Studying in Class Section Admission No. would request you
to kindly update Contact no. in the school record.

With due respect it is to be stated that my Contact number has been changed.
My new Contact details are:

| Particulars | Old Record | New Record |
|---------------------|------------|------------|
| Primary Mobile No. | | |
| Home Mobile No. | | |
| Father Mobile No. | | |
| Mother Mobile no. | | |
| Guardian Mobile No. | | |

I also request you to change the number on all the school records so that it didn't cause
any problem in future. I shall be very grateful to you in this regard.
I stand in cooperation with school norms.

Thanking you

Yours sincerely

(Name & Signature of parent)

Address:

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Contact No.