

Request for Change of Email ID

Date:.....

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

Subject: Request for change of Email address in the School Records

Dear Sir/ Madam

I parent of
Studying in Class Section Admission No. would request you
to kindly update my Email Address in the school record.

With due respect it is to be stated that my Email address has been changed.
My new Email Details are:

| Particulars | Old Record | New Record |
|------------------------|------------|------------|
| Father Email address | | |
| Mother Email address | | |
| Guardian Email address | | |

I request you to change the Email address 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)