

To
The Principal
Garden High School
318 Prantik Pally
Kolkata 700 107

Subject: Application for updation of contact details of _____ (Student Id: _____)

Dear Madam,

My ward _____ (Student Id: _____) is a student
of **Class:** _____ **Section:** _____ of your school.

I hereby request you to kindly update the contact details associated with him/her in your system based
on the following particulars:

Type of Change <i>(Please tick as appropriate)</i>	: Address / Phone Number / Mobile Number / Email id	
	Father	Mother
New Phone Number <i>(if unchanged keep blank)</i>	:	
New Mobile Number <i>(if unchanged keep blank)</i>	:	
New Email Id <i>(if unchanged keep blank)</i>	:	
New Address <i>(if unchanged keep blank)</i>	:	
Effective Date	:	
Reason for change	:	

Thank you
Yours faithfully

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Signature of Parent/Guardian
Enclosure: 1) Proof of Address, if changed

For Office Use Only

Checked By:

Approved By: