

# APPLICATION FOR CHANGING CONTACT NUMBER 'AND' 'OR' RESIDENTIAL ADDRESS

To,

Date: / /2023

The Principal,

Sacred Heart Convent School

Obra, Sonebhadra – 231219

Respected Sister.

I am Name of Father/Mother/Guardian Father/Mother/Guardian of Student's Name

Class-Section \_\_\_\_\_ Admission Number \_\_\_\_\_ writing to request a change in my contact number and address on e-Care (School Record). My old contact number is \_\_\_\_\_

and my old address is \_\_\_\_\_.

I would like to update my contact information to ensure that I receive all important school communications including announcements, and other important updates.

My new contact number is \_\_\_\_\_ [new Mobile number] and my new address is \_\_\_\_\_ [new address].

Please update my contact information in your records as soon as possible.

Thank you for your assistance in this matter.

Sincerely,

Name of Father/Mother/Guardian

\_\_\_\_\_

Sign.

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