

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

To,

Date:     /     /2025

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 'or' 'and' address on e-Care (School Record). My current Mobile number is \_\_\_\_\_

[Old mobile number] and my current address is \_\_\_\_\_

[old address].

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 information in your records as soon as possible.

Thank you for your assistance in this matter.

Sincerely,

Name of Father/Mother/Guardian

Sign.