

(TO BE GIVEN BY THE PARENT OF THE CANDIDATE)

To,
The Principal,

Subject: Request for change of subject in respect of Ms/Master _____
of Class _____.

Madam/Sir,

My ward, Ms/Master _____, a student of your
school of Class/Section _____ is seeking change in the subject(s) due to the following reasons-

(a)

(b)

Documents as under are enclosed in support of the reasons-

(a)

(b)

I request you to allow change of subject(s) of my ward as under:-

S.No.	Present subject(s)		Subjects to be taken	
	Sub_Code	Name of the Subject	Sub_Code	Name of the Subject
1				
2				
3				

Signature of Parent (with date)

Name: _____

Address _____

Contact No. _____

Email ID: _____