

To

The Principal  
Delhi Public School,  
Muzaffarpur

**Subject: Request to change the email id of parent in School records**

Dear Sir,

I, \_\_\_\_\_ father / mother  
of \_\_\_\_\_ studying in class  
\_\_\_\_\_ want to update email id in the school record.

**Old email id. :**

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**New email id. :**

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The student details are as follows:

**Student name:** \_\_\_\_\_

**Admission number:** \_\_\_\_\_

**Class:** \_\_\_\_\_ **Sec:** \_\_\_\_\_

**Name of Parent:** \_\_\_\_\_

**Signature of Parent:** \_\_\_\_\_

**Mobile No:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*\*Updation/Change may take up to 3 working days to reflect in the records.*