

**To,  
The Principal,  
Delhi Public School,  
Muzaffarpur**

**Subject: Request to update the residential address**

Dear Sir,

I, \_\_\_\_\_ Father/Mother of  
\_\_\_\_\_ studying in class \_\_\_\_\_ wants to update  
the residential address in the school records.

**Old address:**

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**New address (to be updated in school records):**

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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.*