



To  
The Head of School,  
Sachdeva Global School  
Sec-18A, Phase-II  
Dwarka-110078

Date: \_\_\_\_\_

**Subject: Address Updation Form**

Dear Ma'am,

I \_\_\_\_\_ F/o/M/o \_\_\_\_\_ of Class \_\_\_\_\_

Sec \_\_\_\_\_ Admission Number \_\_\_\_\_ would request to change our residential address in the school records as under. This new address should be used for all future correspondence.

New Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have attached (atleast ONE) the following as proof of address (as above). Tick below:

1. Aadhaar Card; 2. PNG/IGL/Electricity/Telephone/Internet Facility Bill; 3. Bank Account Statement; 4. PASSPORT copy; 5. Voter's ID Card; 6. Copy of the Rent Agreement

Request you to issue a new ID-Card to my ward as per the change. I agree to pay a sum of Rs.200 for the issuance of the new ID Card.

\_\_\_\_\_

Mob: \_\_\_\_\_

(PARENT SIGNATURE)

Mob: \_\_\_\_\_

.....  
\_\_\_\_\_

(Admin. Officer)

Change of Address Request Approved (Yes/No)

\_\_\_\_\_  
(Head of School)