



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

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

**Subject: Change of Mode of Transport Request Form**

Dear Ma'am,

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

Sec \_\_\_\_\_ Admission Number \_\_\_\_\_ would like to Change the Mode of Transport for my ward from his/her current mode \_\_\_\_\_ to \_\_\_\_\_ w.e.f. \_\_\_\_\_.

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.

\_\_\_\_\_

(PARENT SIGNATURE)

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

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

Change of Mode of Transport Request Approved (Yes/No)

\_\_\_\_\_

(Head of School)