

To,

The Principal

Sub : Request for Addition/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 addition/change in the subject (s) due to following reasons :-

(a)

(b)

Documents as under are enclosed in support of the reasons :-

(a)

(b)

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

S/No	Present Subject	Subject to be taken

(Signature of Parent (with date)

Name _____

Address _____

Contact No _____

Email ID _____

Central Board of Secondary Education