

The Principal**Scholars Global School****Bahadurgarh**

Subject :- Issuing / Withdrawing D.O.B. Certificate / Character Certificate / Bonafide Certificate /
Other Certificate (Original/copy)

Respected Madam,

Respectfully, This is to submit that I, _____ Father/Mother/Guardian of
Master/Miss _____ studying in class _____ of section _____.

(Note :- choose the correct reason what you're willing to convey)

I want to request you to issue/withdraw _____ certificate (original/copy) which I need
because _____

Hope that you'll pay heed to my request and do the possible at the earliest. I'll be highly obliged
to you.

Thanks

Regards

Sign :- _____

Name :- _____

Phone Numbers :- _____

☐ Front Office Signature: _____☐ Other Department: _____***Principal's Signature :*** _____Comments : _____

The Principal
Scholars Global School
Bahadurgarh

Subject :- Transport – (1) Avail Transport / Discontinue Transport /(2)Route - Address change (Temporary) / (3)Route - Address change (Permanent)

Respected Madam,

Respectfully, This is to submit that I, _____ Father/Mother/Guardian of
Master/Miss _____ studying in class/Sec. _____ Route No. _____.

(Note :- choose the correct reason what you're willing to convey)

1) I want to proclaim that my ward is **availing /not availing** School Transport. Now I want to
Discontinue / avail school transport facility for my ward. He/She will come from _____
_____.

2) I want to proclaim that my ward is **availing** School Transport (Old Route No. _____). As I
am shifting to new address **Temporarily** _____ From _____ to _____.
So, I request you to change the route of my ward. New Route No. _____. Bus Stop _____.

3) I want to proclaim that my ward is availing School Transport (Old Route No. _____). As I am
shifting to new address **Permanently** _____.
So, I request you to change the route of my ward. New Route No. _____. Bus Stop _____.

Hope that you'll pay heed to my request and do the possible at the earliest. I'll be highly obliged
to you.

Thanks

Regards

Sign :- _____

Name :- _____

Phone Numbers :- _____

- ☐ Admin: _____

☐ Accounts : _____ (1,2,3)(Slab/Perm. Add Change)

☐ Front Office : _____ (3) (permanent add change)

☐ Class Teacher : _____

☐ Route Register (Existing) : _____ (1,2,3) (Route change)

☐ Route Register (New) : _____ (1,2,3) (Route change)

☐ Transport Incharge _____

Principal's Signature : _____

Comments : _____

The Principal**Scholars Global School****Bahadurgarh****Subject :-** Change Phone No./Change Section/Change D.O.B./Change Address/Change in Name /Leave

Application / Others

Respected Madam,

Respectfully, This is to submit that I, _____ Father/Mother/Guardian of Master/Miss
_____ studying in class _____ of section _____.

(Note :- choose the correct reason what you're willing to convey)**1) Please note the change in Phone Number w.e.f.** _____

_____.

2) Please note the change in D.O.B. w.e.f. _____

_____.

3) Please Change Section for my ward (Specify reason) _____

_____.

4) Please note the change in Address w.e.f. _____

_____.

5) Please sanction leave for my ward w.e.f. _____ to _____ as _____

_____.

6) Please note the change in Name w.e.f. _____

_____.

7) Other Requests _____

_____.

Hope that you'll pay heed to my request and do the possible at the earliest. I'll be highly obliged to you.

Thanks

Regards

Sign :- _____

Name :- _____

Phone Numbers :- _____

☐ Front Office : _____ (1,2,3,4,6)☐ Admin: _____ (1,3,5)☐ IT : _____☐ Accounts : _____ (1,2,3,4)☐ Class Teacher : _____☐ B.Route Teacher : _____**Principal's Signature :** _____**Comments :** _____