

REQUEST LETTER FORMAT

(TYPE IT ON A4 SHEET)

TO,

THE CONTROLLER OF PUBLICATION,  
DEPARTMENT OF PUBLICATION , CIVIL LINES,  
BEHIND OLD VIDHAN SABHA,  
NEAR VIDHAN SABHA METRO STATION,  
DELHI-110054.

SUBJECT :- REQUEST FOR CHANGE OF NAME(MAJOR/MINOR),  
PUBLIC NOTICE, CHANGE OF RELIGION ETC.

Sir,

I wish to change my name/father's name/mother's name /my religion/minor's son's/daughter's  
from (old name/wrong name.....) to (new name/real name.....)

Kindly notify the same in Gazette of India (Weekly- Part IV)

I have completed all the requisite formalities in this respect.

Thanking you.

Yours faithfully,

Signature of Applicant.....

Name of the Applicant.....

Full Correspondence Address of Applicant with  
Pin Code.....

Mobile Number of Applicant.....

E-mail ID of Applicant.....

D.D. NO.....Date .....(In case of Post)

Bank Detail's.....(In case of Post)

IPO NO.....Date.....(In case of Post)

Date of Posting to this Department.....