

To
The Controller of Examinations
Tripura University
Agartala

Date: _____

Through the Principal - Ambedkar College, Fatikroy

Subject: Request for Correction of Name in Marksheet/Admit Card

Sir,

I am a student of Ambedkar College, Fatikroy, currently enrolled in _____ (Course Name), _____ Semester, bearing University Roll Number _____ and Registration Number _____, Enrollment Number _____.

I would like to bring to your kind notice that there is an error in the spelling of my name in my mark sheet / admit card. My name has been incorrectly mentioned as _____ (Incorrect Name) instead of the correct name _____ (Correct Name).

I request you to kindly make the necessary corrections in your records and issue a revised mark sheet/admit card with the correct name.

I am enclosing supporting documents such as a copy of my Aadhaar Card/School Certificates for verification of my correct name.

I shall be highly obliged for your kind support and prompt action in this regard.

Thanking you.

Yours sincerely,

Name: _____
Course & Semester: _____
Roll Number: _____
Enrollment Number: _____
Contact Number: _____

(FOR OFFICE USE)

Ambedkar College

A Govt. Degree College Affiliated to Tripura University

Forwarded to the Controller of Examinations, Tripura University, Agartala, for necessary action.

The particulars of the student (Name: _____, Course: _____, Semester: _____, Roll No.: _____, Enrollment No.: _____) have been verified and found correct as per college records.

It is hereby certified that the name of the student has been incorrectly mentioned in the mark sheet / admit.

The matter may kindly be considered and necessary action may be taken for correction of the name at the earliest.

Date :
Place :

Signature of Principal
(Seal of the College)

OFFICE COPY

To
The Controller of Examinations
Tripura University
Agartala

Date: _____

Through the Principal - Ambedkar College, Fatikroy

Subject: Request for Correction of Name in Marksheet/Admit Card

Sir,

I am a student of Ambedkar College, Fatikroy, currently enrolled in _____ (Course Name), _____ Semester, bearing University Roll Number _____ and Registration Number _____, Enrollment Number _____.

I would like to bring to your kind notice that there is an error in the spelling of my name in my mark sheet / admit card. My name has been incorrectly mentioned as _____ (Incorrect Name) instead of the correct name _____ (Correct Name).

I request you to kindly make the necessary corrections in your records and issue a revised mark sheet/admit card with the correct name.

I am enclosing supporting documents such as a copy of my Aadhaar Card/School Certificates for verification of my correct name.

I shall be highly obliged for your kind support and prompt action in this regard.

Thanking you.

Yours sincerely,

Name: _____
Course & Semester: _____
Roll Number: _____
Enrollment Number: _____
Contact Number: _____

(FOR OFFICE USE)

Ambedkar College

A Govt. Degree College Affiliated to Tripura University

Forwarded to the Controller of Examinations, Tripura University, Agartala, for necessary action.

The particulars of the student (Name: _____, Course: _____, Semester: _____, Roll No.: _____, Enrollment No.: _____) have been verified and found correct as per college records.

It is hereby certified that the name of the student has been incorrectly mentioned in the mark sheet / admit.

The matter may kindly be considered and necessary action may be taken for correction of the name at the earliest.

Date :

Place :

Signature of Principal
(Seal of the College)