

To  
The Controller of Examinations  
Tripura University  
Agartala

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

Through the Principal - Ambedkar College, Fatikroy

**Subject: Request for Correction of Father's / Mother's 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 my father's / mother's name in my mark sheet / admit card. The 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 his/her Aadhaar Card/School Certificates/Voter ID/PAN Card for verification of the 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 father / mother 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)

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OFFICE COPY

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